

## ARTICLE 2 — CASE CONSIDERATIONS

*Revised July 26, 2004*

### **61020.1 Policy**

Inmates received by the California Department of Corrections (CDC) shall be evaluated on an ongoing basis, and significant case information shall be documented in the central file (C-file).

### **61020.2 Purpose**

This section establishes standard procedures and guidelines for the orderly acceptance, and documentation of significant case information necessary for the transfer and safety of inmates. It includes methods to update inmate classification scores and the proper documentation of critical and confidential information.

### **61020.3 CDC Forms 812, 812-A, 812-B, and 812-C**

Any information regarding an inmate/parolee which is or may be critical to the safety of persons inside or outside an institution shall be documented as required below on a CDC Form 812, Notice of Critical Case Information--Safety of Persons (Nonconfidential Enemies); a CDC Form 812-A, Notice of Critical Information--Prison Gangs Identification; CDC Form 812-B, Notice of Critical Information--Disruptive Group Identification; and CDC Form 812-C, Notice of Critical Information--Confidential Enemies. The purpose of these forms is to alert staff to safety/security concerns and/or information regarding an inmate/parolee that may be critical to his/her placement. CDC Forms 812, 812-A, 812-B, and 812-C and all documents referred to on the forms shall be filed in the C-file of each identified inmate/parolee. These forms, as applicable, and all supporting documents shall be reviewed and considered in the transfer, placement, and case supervision of any inmate/parolee. Any confidential material affecting the critical case factors of an inmate/parolee shall conform to the provisions of CCR § 3321. Entries on these forms must be supported by detailed documentation required elsewhere in the C-file. The reverse sides of these forms shall not be written on.

#### **61020.3.1 Reception Center (RC) Initiation of CDC Forms 812 and 812-C**

RC staff shall complete CDC Forms 812 and 812-C (if applicable) for each newly committed or returned inmate and place it in the inmate's C-file before referral to the Classification Staff Representative (CSR) or before the inmate's release to parole, discharge, or another jurisdiction.

#### **61020.3.2 Institution Update of CDC Forms 812 and 812-C**

Counseling staff shall update the CDC Forms 812 and 812-C (if applicable) as any critical information becomes known and is documented in the inmate's C-file and within 30 days of transfer. The CSR shall not take any action on transfers unless the CDC Forms 812 and 812-C (if applicable) or updates are within 30 days. When updates can no longer be accomplished on a current form due to lack of available entry space, staff shall prepare new CDC Forms 812 and 812-C (if applicable) to update the previous information and use the Offender Based Information System (OBIS) to verify all enemy locations.

Upon verification of a previously undocumented enemy, where that enemy is located at another institution, facility, or parole region, the assigned CC-I shall, within five working days of receiving the documentation related to the enemy situation, complete a CDC Form 812X, Enemy Information Transmittal, and forward the form with supporting documentation to the institution's C&PR or RC-CCIII.

Within five working days of receiving the forms, the C&PR or RC-CCIII shall ensure that the green copy is placed in the C-file of the identified enemy and forward the white and yellow copies of the CDC Form 812X and supporting documentation to the C&PR or RC-CCIII at the institution or facility or the Case Records Administrator in Parole Case Records North/South where the identified enemy is located. For those CDC Form 812Xs being sent to the Case Records Administrator in Parole Case Records, the CDC Form 812Xs shall be placed in an envelope marked "Confidential" and separate from any other mail and be addressed to the Case Records Administrator. A separate CDC Form 812X shall be completed for each newly identified enemy. A CDC Form 812X shall not be completed when the inmate identified as an enemy has been discharged. When the CDC Form 812 is updated and the identified inmate enemy has returned to CDC with a new number, a CDC Form 812X shall be completed within five (5) days of discovery and the process as outlined above shall be followed.

Within one (1) working day of receiving a CDC Form 812X, the C&PR/RC-CCIII shall ensure that the documents are forwarded to the identified inmate's assigned CCI. Within five (5) working days of receiving the documentation, the CCI shall ensure that the identified inmate's CDC Form 812/812-C is updated and that the CDC Form 812X and supporting documentation are placed in the inmate's C-file. The CCI will return the yellow copy of the completed CDC Form 812X to the C&PR/RC-CCIII who shall, within four (4) working days return the yellow copy of the CDC Form 812X to the sending institution or parole region. Upon receipt of the completed yellow copy of the CDC Form 812X, the C&PR/RC-CCIII at the sending institution shall ensure that the completed yellow copy of the CDC Form 812X is placed in the identified inmate's C-file and the green copy is removed and destroyed.

Within five (5) working days of receiving a CDC Form 812X, the Case Records Administrator at Parole Case Records North/South shall ensure that the CDC Form 812X and accompanying documentation are placed in the inmate/parolee's C-file on the top of the Classification section of the file. If returned from Parole/CCF/CCRC to an institution, the receiving institution shall ensure that the file is updated with the enemy information and that the yellow copy of the CDC Form 812X is returned to the sending institution. Upon receipt of the completed yellow copy of the CDC Form 812X, the C&PR/RC-CCIII at the sending institution shall ensure that the completed yellow copy of the CDC Form 812X is placed in the identified inmate's C-file and the green copy is removed and destroyed.

#### **61020.3.3 Paroles Update of CDC Form 812**

Parole staff shall update the CDC Form 812 as any critical case information becomes known and is documented for inclusion in a parolee's file. The form shall be updated before the parolee's file is forwarded by the parole region to any other location, including the CDC's Archives Unit.

#### **61020.3.4 Verification And Documentation of Enemy Information**

Inmates, who staff believe are likely to do mortal or serious injury one to the other, if given the opportunity, shall be considered enemies. Inmates, who claim to have an enemy, are responsible for providing sufficient information to positively identify the claimed enemy. Staff shall make concerted efforts to evaluate, verify and document this information. Verification may include an interview with the alleged enemy when it can be done without jeopardizing an investigation or endangering the inmate. Information shall be documented on a CDC Form 812, 812-C (if applicable), and

a CDC Form 128-B, General Chrono, indicating the results of the investigation, which supports or verifies this information.

#### **61020.4 Recording on the CDC Form 812**

When notations (names, number, circumstances and comments) are recorded on a CDC Form 812 and 812-C (if applicable), the recording staff person shall ensure such critical information is included on the CDC Form 812 of each identified inmate or parolee. Where inmates or parolees are located elsewhere, such notifications shall be made by a photocopy of both the CDC Form 812 and the supporting documentation.

#### **61020.5 Information Documentation CDC Form 812**

The CDC Form 812 is non-confidential. It shall contain no references to documents in the confidential materials folder and not be filed in the confidential folder. Care shall be exercised in making notations on the CDC Form 812 to avoid disclosing any confidential information. Confidential information shall be documented on a CDC Form 128-B. Confidential enemies shall be recorded on a CDC Form 812-C.

The inmate shall have access to the fact that there is confidential information in the file; however, the contents shall not be disclosed.

Notations are reserved for three specific kinds of information: "Non-Confidential Enemies", "Deletion of Prior Enemies", and "Suspected Gang Affiliations." When there are numerous documents in a file, all related to the same critical information, the notation on the CDC Form 812 shall refer the reader to only the original sources or most significant documents. The reader is thus alerted that critical information exists in the file and is responsible for locating and considering any other related information/documents.

#### **No Known Enemies or Gang**

When there is no critical case information relating to the safety of persons to document, indicate "NONE" under CDC Number and/or gang section if there are no enemies and/or gang concerns. Decisions or actions, which may affect the safety of persons, shall consider all available information and not solely the presence or absence of notations.

Notations on a CDC Form 812 shall be typed or printed in ink and dated. The staff person making or authorizing the notation shall be identified by their name, title, and institution or parole region.

Each CDC Form 812 and all documents referred to on the form are permanent and shall be retained in the inmate's/parolee's file in accordance with procedures outlined in Department Operations Manual (DOM) § 72010, Types of Records.

#### **Supporting Information**

All written notations on a CDC Form 812 shall be supported by documentation contained elsewhere in the file. A CDC Form 128-B shall be used to document notifications unless the information is already supported by other file material, which need only be referenced. It is the reporting employee's responsibility to ensure that the information is placed in the file and that it is properly listed on the CDC Form 812.

#### **Institution Gang Investigator (IGI) Referral**

Gang involvement information shall be verified by a thorough investigation using the IGI, investigative lieutenant or other designated staff.

#### **Providing False Information**

If it is determined the inmate has given false information, staff shall take appropriate action pursuant to California Code of Regulations (CCR) § 3021.

#### **61020.6 Prison Gang Information Documentation on CDC Form 812-A, Notice of Critical Information-Prison Gang Identification**

When a prison gang affiliation is entered on the CDC Form 812, staff shall prepare a CDC Form 812-A. This form shall be completed only when inmates have been designated as a member, associate, or drop-out of a prison gang.

The CDC Form 812-A shall be completed in detail. The designation of an inmate as a member, associate, or drop-out, or in need of protection from a prison gang shall be verified, and all supporting documentation listed on the form.

#### **IGI**

The IGI shall prepare a CDC Form 128-B to summarize the verification of the inmate's involvement. In many cases, it will be necessary to provide more than one item of verification. IGIs or investigative lieutenants shall review and sign each CDC Form 812-A prior to its placement in the inmate's file to ensure that an inmate is not given a prison gang designation unless adequate supporting documentation is contained in the inmate's file. The reverse side of the CDC Form 812-A shall not be written on.

#### **Updating**

The CDC Form 812-A shall be reviewed and updated at each annual classification review and during any review for a transfer.

#### **61020.7 Prison Gang Identification Methods**

Methods of identification shall include a reference to each source document in the inmate's/parolee's file and adhere to the following guidelines:

**Self Admission.** Shall require verification from another source.

**Tattoos and Symbols.** Body markings identified by IGIs as indicative of specific prison gangs.

**Written Material.** Any material or documents determined to indicate prison gang involvement or activity such as membership lists, enemy lists, gang constitutions, structure, codes or training materials of specific groups.

**Photos.** Individual or group photographs with gang connotations such as insignia or symbols or group photos with known gang members.

**Staff Information.** Documented staff observations, which reasonably indicate and verify gang involvement or association. The inmate's C-file shall be reviewed for corroborating CDC Form 115 Rules Violation Reports, CDC Form 837 Incident Reports, probation officer reports and other reports.

**Other Agencies.** Information provided by other agencies shall be documented. If the information is received orally, CDC staff shall document the information, citing the source and the validity (such as the other agency's basis for determining an affiliation).

**Association.** Enter only information related to the inmate's/parolee's association with known gang members or with persons directly linked to known gang members. Such information can relate to street associations, crime partners, institutional associations, or visitors or correspondents of gang members.

Confidential Sources. The date of the information and the type of the source shall be noted. Any document relating confidential information from an inmate source shall also include an evaluation of the source's reliability and otherwise meet the requirements for the use of confidential information as specified in DOM § 61020.8.

Commitment Offense. Where the circumstances of an offense reveal evidence of gang affiliation, the counselor shall check for such indicators as victim, gang related crime, crime partners, witnesses, ethnic consideration, area of commitment, or "home town." "Home town" and ethnic considerations alone shall not determine gang affiliation but shall be considered in context with other substantiating information.

Legal Documents. Probation Officer's Report (POR) or court transcripts.

Visitors. Documentation shall be made of visitors who are known gang "runners," street members or members of an organization, which associates with prison gangs.

Debriefing Reports. Official material detailing the voluntary statement of an inmate or parolee who claims to have dropped out from a prison gang or disruptive group.

#### **61020.8 Confidential Material Criteria**

The following types of information shall be classified as confidential:

- Information which, if known to the inmate, parolee, or others, would endanger the safety of any person.
- Information which would jeopardize the security of the institution.
- Specific medical or psychological information which would be medically/psychologically detrimental if known to the inmate or parolee.
- Information provided and classified confidential by another governmental agency.
- Notwithstanding the above, information provided by an inmate/parolee which is documented in a debriefing or other report, providing the inmate/parolee has requested a confidential designation and the gang coordinator/investigator or other staff per DOM § 61020.10 has determined security or safety would best be served by filing the report in the inmate/parolee's confidential folder rather than another section of the C-file.

#### **61020.9 Confidential Material Use**

CSRs are designated auditors of confidential information.

The hearing officer for a rules violation report shall ensure that the use of confidential information pertaining to the violation being adjudicated is properly disclosed and documented.

No inmate shall be approved for transfer to another institution based on confidential information, which is not properly documented and disclosed on a CDC Form 1030, Confidential Disclosure Form.

The identity of a confidential source may be kept confidential if disclosure would endanger the source, any person, or institutional security.

Decisions in disciplinary hearings based upon confidential information shall be supported in a confidential memorandum, incident report, or finding portion of the CDC Form 115 with investigative information and appropriate documentation.

These documents shall contain:

- A statement in support of CCR § 3321(c)(1) detailing the past information provided and why the confidential informant is considered reliable for the current incident.
- Whether the current information is first-hand or hearsay.
- Whether documentation or other "circumstances surrounding the event" would lead the decision maker to believe the information is true.
- In the case of multiple confidential sources, the degree of reliability of each source shall include how each statement compares with the other statements, and the circumstances or evidence on which the conclusion of reliability was based.
- The description of the "circumstances" shall state how it was possible that the events occurred as described by the confidential sources, and include any facts or evidence (who, what, when, and how) which confirm the truthfulness of "some" aspect of the source's statement.

#### **61020.9.1 Confidential Material/Reliability of Source**

No decision shall be based on information from a confidential source unless other documentation corroborates the information received from the source, or unless the circumstances surrounding the event and the documented reliability of the source satisfies the decision maker(s) that the information is true.

The description of the "circumstances" shall state how it was possible that the events occurred as described by the confidential sources, and include any facts or evidence (who, what, when, and how) which confirm the truthfulness of "some" aspect of the source's statement.

A confidential source's reliability may be established by any one of the following:

- The source has previously given information which proved to be true. The type of information provided and, if possible, the date the information was provided, (e.g., the CDC Form 128-B dated 3-2-01 in which the inmate informed staff on the location of weapons which were subsequently found).
- Multiple sources independently provide the same information. If two or more reliable informants give conflicting information, staff must provide a statement explaining why information provided by one source is more reliable than that provided by another. If two or more sources give conflicting information and all sources have not been determined to be reliable, then further efforts must be undertaken to determine the reliability of at least one source.
- The source implicates him/herself in criminal activity when providing the information. For example, a drug trafficker who identifies others and in doing so implicates him/herself.
- Part of the information provided is corroborated through investigation or by information provided by non-confidential sources. For example, a source provides information on the location of a weapon and the person responsible, and the location of the weapon proves true.
- The confidential source is the victim.

Note: Extreme care shall be taken to ensure that the evaluation of reliability does not reveal the identity of the confidential source.

#### **61020.10 Confidential Material Folders**

A removable confidential materials folder shall be provided in each C-file containing confidential information. Only case information, which meets the criteria for confidentiality shall be filed in the confidential material folder.

Proposed confidential documents shall be reviewed, signed and dated by a staff person at the Correctional Counselor (CC) III, Parole Agent (PA) III or higher staff level to approve their being marked confidential and placed in the confidential folder of an inmate's or parolee's C-file or a parolee's parole field file.

#### **Classification Committee**

Every classification committee shall review the confidential material folder of each case being considered. If unclassified or inappropriately classified material is present, it shall be reclassified and appropriately refiled.

#### **61020.11 Confidential Material Security**

**Every reasonable administrative, procedural, and physical safeguard shall be established and followed to ensure the security and confidentiality of files to protect against disclosure, damage, harm to an individual, or destruction of the information.**

#### **Hand Deliver**

Material designated as confidential shall be either hand delivered by a staff person to the person responsible for placing it in the confidential folder of the C-file or parole field file or it shall be placed inside of a sealed envelope which has been marked confidential and mailed to the office which maintains the C-file or parole field file.

#### **Stamped "CONFIDENTIAL"**

Any document designated as containing confidential information, either in total or in part, shall be conspicuously stamped at the top and bottom of the document with the word "CONFIDENTIAL" in red ink. If the document consists of more than one page, each page shall be so marked.

#### **Authorized Limited Disclosure**

Inmate/parolees shall be permitted to review their own debriefing reports, which may be designated confidential at their request. Disclosure of the debriefing report shall be authorized by the gang coordinator/investigator. Disclosure of reports other than debriefing reports shall be authorized by a CCIII, PAIII, or higher. Prior to the inmate/parolee's review, the report shall be reviewed by appropriate staff to ensure other types of confidential information are not contained therein and subsequently wrongfully disclosed.

#### **61020.12 Archive File Reviews**

To ensure accurate classification and appropriate placement of inmates, available information regarding an inmate's prior incarceration is to be reviewed and considered as part of a thorough, objective evaluation of the inmate's security and custody needs. The counselor shall order and review an archive file upon discovery that the inmate has a prior CDC term, Civil Addict commitment, or California Youth Authority (CYA) commitment, which has not been previously reviewed and incorporated into the inmate's current C-file. An inmate may have a prior Civil Addict commitment that is still active. The central file of an active Civil Addict commitment can be requested from the California Rehabilitation Center (CRC).

If the inmate was incarcerated in a federal institution or out-of-state, an attempt shall be made to get a synopsis of the inmate's prior incarceration behavior. If the inmate has a prior CDC term or Civil Addict commitment, the counselor shall also check the "COFQ" screen in the OBIS to determine if there is a confidential folder to request.

Archive files often contain critical information, which may or may not be found in an inmate's current C-file. Some examples are as follows:

- Enemy concerns
- Escape history
- Gang involvement
- Investigative findings
- Serious Rule Violation Reports
- A "Sustained" petition from a juvenile court (which may be located in a CYA file only)
- A finding of "Good Cause" by the Board of Prison Terms (BPT)
- Medical information
- Victim notification (which would be located in the confidential folder)

Performance of archive file reviews may result in a need to correct the Placement Score, change the security level, and/or refer the case to the CSR for transfer consideration. Inmates temporarily ineligible for Camp/Minimum Support Facility (MSF) placement due only to Placement Score may become eligible after completion of the archive file review. Conversely, inmates may appear to be eligible for Camp/MSF placement, however, the archive file may reflect case factors, which exclude Camp/MSF placement.

#### **61020.12.1 Impact of Archive Review on Camp/MSF/CCRC Placement**

If an archive file review is pending completion and the inmate is otherwise eligible for Camp/MSF placement, the case may be endorsed by a CSR for Camp/MSF (not direct placement). After a thorough review of available case information, a classification committee has the discretion to grant minimum custody and place an inmate into a Camp/MSF prior to receipt and completion of the archive file review. If the committee finds no precluding factors for Camp/MSF and there are no concerns to warrant waiting for the archive file review, the committee may grant minimum custody and clear the inmate for Camp/MSF placement.

However, when there is a possibility of a case factor contained in the archive file that may preclude Camp/MSF eligibility, the Archives Unit shall be informed of the need to expedite the request for the archive file.

Do not endorse a case for CCRC placement pending archive review.

#### **61020.12.2 Archive File Review Procedures**

The counselor shall review the inmate's current criminal history through the California Law Enforcement Telecommunication System (CLETS) and the Criminal Identification and Information (CI&I) to determine if there is a discharged CDC term, Civil Addict commitment, CYA commitment, federal term, or out-of-state term, which has not been previously reviewed and documented.

If the inmate has a discharged CDC term or Civil Addict commitment and the archive file has not been previously requested, the counselor shall complete the Request for Discharged Archives Files. The request shall include the inmate's full name, current CDC number, discharged CDC

number, box number (assigned to discharged cases beginning in the late 1990's), and discharge date. Discharge dates can be obtained from the OBIS "COFQ" screen or CLETS/CI&I. Box numbers can be obtained from the OBIS "KMHQ" screen. Pursuant to Penal Code (PC) § 1203.03 ("Z" cases), records on diagnostic cases are not available after three years from the discharge date. (Note: When an inmate's CDC term is discharged, the parole region indicates in the OBIS "KMHQ" screen the box number in which the Central File is placed. Indicating the box number, when noted, on the request form assists the Archives Unit in locating the C-file.)

The "COFQ" screen in OBIS shall be checked to determine if there is a confidential folder under the discharged CDC number. If there is a confidential folder, the counselor shall complete the Request for Discharged Confidential Folder form. The request shall include the inmate's full name, current CDC number, discharged CDC number(s), discharge date, and CI&I number.

If the inmate has a discharged CYA commitment and the CYA file has not been previously requested and reviewed, the counselor shall complete the CYA file request. NOTE: CYA archive files are no longer available if the CYA commitment has been discharged for seven (7) or more years.

The counselor shall complete the Notice of Requested Archive File, Confidential Folder or CYA File half-sheet, punch holes, and place it inside the back of the C-file folder where the archive file is normally located. This will be utilized to ascertain whether or not the archive file, confidential folder, or CYA file has been requested. The counselor shall complete a separate half-sheet for each archive file, confidential folder, or CYA File requested.

If an archive file, confidential folder, or CYA file has been requested but not received prior to completion of the Institution Staff Recommendation Summary (ISRS), the RC counselor shall note the discharged number and date the archive file was requested in the Casework Follow-up section of the ISRS.

The counselor shall submit the request for the archive file, confidential folder, or CYA file to the Records Office. The Records Office shall FAX the request to the appropriate destination (as indicated on the request form) within seven (7) days. If the archive file, confidential folder, or CYA file is not received within 90 days, the counselor shall call the Archives Unit, ID/Warrants Unit, or CYA Master Files Section to determine if the request needs to be sent again.

If applicable, federal institutions and out-of-state agencies shall be contacted by the counselor. Any information provided, whether written or oral shall be summarized and documented in a CDC Form 128-B. (Note: The Archives Unit does not maintain records on Interstate "I" numbers. A C-file for an "I" number does not exist. An "I" number is on parole here in California serving parole that was imposed by another state. An "I" number has never served any prison time in California. Therefore, when requesting records on "I" numbers, the out-of-state agency shall be contacted by the counselor.)

Each time a counselor makes contact with another agency (federal, state, county, etc.) requesting records or receiving information on an inmate's prior incarceration behavior, it shall be documented in a CDC Form 128-B. This will ensure that staff reviewing the case are aware of the information and any efforts that have been made to obtain the information.

Upon receipt of the Archive File, Confidential Folder or CYA File, the counselor shall review the file for information that may affect the inmate's Placement Score, housing,

custody, program, medical/psychiatric needs, or any other pertinent factors.

The counselor shall summarize the information compiled from the archive file review in a CDC Form 128-B and secure it in the C-file. A pre-formatted Archive File Review, CDC Form 128-B may be used to document the archive file review.

Upon completion of the archive file review, confidential folder review, or CYA File review and documentation in a CDC Form 128-B, the counselor shall update or correct the appropriate documentation in the current C-file, including but not limited to the following:

- Documentation of enemies on the CDC Form 812 and/or CDC Form 812C, Notice of Critical Information-Confidential Enemies;
- Incorporation of confidential information into the current confidential folder;
- Correction of the CDC Form 839, CDC Classification Score Sheet, and CDC Form 840, CDC Reclassification Score Sheet, and CDC Form 841, Readmission Score Sheet.

If the archive review results in a need to change the inmate's housing, program, custody, or security level, the counselor shall schedule the case for review by the next available classification committee. If a safety/security issue is identified, the counselor shall immediately notify the CCII (Supervisor) and/or available supervisory custody staff and ensure the appropriate action is taken.

The Records Office shall maintain security of CYA files until returned to the CYA. Note: CYA files are to be returned to CYA within 30 days of receipt.

CDC archive files and archive confidential folders are not to be returned to the Archives Unit or ID/Warrants Unit. They are to be permanently retained in the current C-file.

If an archive file is received for an inmate that has been transferred, Records Office staff shall forward it to the inmate's current institution immediately.

If the archive file is received at the RC prior to the case being reviewed by the CSR, the archive file review, documentation in a CDC Form 128-B, and necessary updates and corrections to the C-file shall be completed at the RC to ensure the recommendation to the CSR is appropriate. If it is discovered that an archive file was not requested at the RC, the receiving institution shall submit the request.

With the exception of RC cases, all cases presented to the CSR for transfer consideration that have a discharged CDC term, Civil Addict commitment, or CYA commitment, require completion of the archive file review and documentation in the C-file. If the archive file review has not been completed prior to the CSR review, the effort to obtain it and the reason the case is being referred to the CSR prior to the archive file review shall be described in the CDC Form 128-G, Classification Chrono.

#### **61020.13 CDC Form 840**

Classification and reclassification of inmates will normally be made pursuant to the CDC Inmate Classification Scoring System except when in the exercise of the discretion and judgment of the departmental officials it is deemed necessary to depart there from in individual cases. Such departures from the system shall be made for the purpose of ensuring the safety of inmates, correctional personnel and that of the general public as well as for special institutional and/or programming needs.

### **61020.13.1 Procedures**

A CDC Form 840 shall be completed as part of the regular classification process and anytime the case is presented to a CSR or when staff act for a CSR. It is intended to provide a cumulative record of the inmate's progress and changes in major case factors. Changes are documented at six or 12-month intervals except that a major change, which can lead to special housing or transfer consideration, shall be documented as it occurs.

The CDC Form 840 contains two carbonless copies and shall be written on a hard surface with black ballpoint pen. Do not use felt tip markers or soft-point writing instruments. The computer copies shall be sent at least weekly to:

Department of Corrections  
Information Quality Support Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

Distribution of the "tear-off" copies is made before the C-file is re-filed, except when the case is to be presented to a CSR for review.

Copies shall remain attached to the original until the CSR action is documented and then shall be distributed.

#### **Retain**

The CDC Form 839, CDC Form 840s, and CDC Form 841s shall remain in the C-file and are not to be purged.

### **61020.14 Updating for Regular Reclassification Review**

The first CDC Form 840 shall be completed 12 months after the date the inmate was received in CDC and annually thereafter. The annual review committee hearing may be conducted thirty days prior to the inmate's Review Period Ending Date, during the month due, or thirty days after that date.

No matter when the committee hearing is held, the inmate's previously established review period dates shall remain the same.

If the inmate's annual review is conducted prior to the established Review Period Ending Date, it provides for the possibility that serious negative behavior or below-average performance could occur subsequent to the annual review committee hearing, but prior to the Review Period Ending Date. If that does occur, a reevaluation of the inmate's score as documented on the CDC Form 840 shall be necessary, and may require a correction to that score sheet.

When a CDC Form 840 is being prepared for a classification hearing for transfer consideration, the counselor shall determine the Favorable Behavior points to be awarded based on the number of six-month review periods to be considered. Unfavorable Behavior shall also be documented if not already recorded on a prior score sheet. These updates shall be done regardless of the inmate's housing. For example, an inmate's placement in a Security Housing Unit (SHU) shall not preclude adjustments to the inmate's score for Favorable or Unfavorable Behavior and shall not preclude the inmate's annual review committee hearing.

The inmate shall be given a copy of the CDC Form 840 after the review is completed.

The current Placement Score shall be recorded on the CDC Form 128-G documenting the committee's action.

#### **Out of Level Placements**

If the inmate's current Placement Score is within a different security level than that of the facility where he or she is housed, the counselor shall check the last CSR Action

recorded on previous score sheets and/or CDC Form 128-G for any "Administrative or Irregular Placement" approval. If no approval is noted, the case shall be presented to the next CSR for evaluation. An out-of-level placement involving an override down for an inmate with a Level II Placement Score who is otherwise eligible for MSF or Secure Level I placement at that institution shall not require review and endorsement by a CSR. The institutional C&PR shall review and endorse the case. The C&PR is authorized to apply the administrative determinant or irregular placement code of WORK to justify an override of the inmate's Level II Placement Score to house that inmate in the MSF or Secure Level I at that institution when the C&PR finds the inmate to be otherwise eligible at that institution for MSF placement or Secure Level I placement.

Where an approval is noted, and the inmate's adjusted Placement Score moves him or her to another security level designation, the case shall be presented to the CSR for transfer evaluation. A CSR approval for "Administrative or Irregular Placement" is valid only as long as the inmate's Placement Score remains within the same security level as when the approval was given. An inmate shall not remain at a facility with a security level that does not match his or her placement score level unless approved by a CSR or other authorized endorsing authority.

### **61020.15 CSR Review for Placement or Transfer Endorsement**

Cases submitted to a CSR for transfer consideration must have a new CDC Form 840. Each inmate transferred will have a current Placement Score, so the receiving institution does not need to do a review until the appropriate period of time has lapsed.

Whenever a case is presented to a CSR or authorized staff for placement or transfer endorsement, an updated CDC Form 840 shall be provided in the C-file with the CDC Form 128-G, which makes the referral.

An updated CDC Form 840 is not required for the CSR approval of the following temporary placements:

- Placement in an ASU Hub.
- Placement in a Mental Health Crisis Bed.
- Medical and Return Transfers.
- Approval of an ASU Extension.

After the CSR's review and completion of the Classification Staff Representative section, detach and distribute one copy each to the inmate and Information Quality Support Section before filing the original in the C-file.

#### **Resubmittal to CSR**

When a case is resubmitted to a CSR to appeal the endorsement decision of another, a new CDC Form 840 is required as each submittal is a separate transaction. Distribute the copies of the CDC Form 840, which contain the original CSR action, regardless of the second CSR's decision. This will close out the first transaction.

Do not reassess points for negative or positive behavior from the previous CDC Form 840. Indicate only new information since last review.

#### **CSR Endorsement**

A CSR endorsement shall remain effective for 120 days from the date of endorsement.

If an inmate is not transferred within 120 days from the date of CSR endorsement, the endorsed case awaiting transfer shall be again presented to a CSR prior to the 121<sup>st</sup> day for a

120-day extension of the endorsement if there is no change to case factors and the endorsement remains appropriate.

Each request for a 120-day extension of an endorsement shall be documented on a CDC Form 128-G and requires confirmation that the CCI and the CCII Supervisor audited the central file; updated the CDC forms 840, 812, 812-C (if applicable); verified that case factors impacting the appropriateness of the CSR endorsement have not changed; and confirmed that the initial CSR endorsement remains appropriate. The CCI's review and CCII Supervisor's authorization for endorsement extension shall serve as a classification action. The CCI and CCII shall sign and date the CDC Form 128-G.

The request for a 120-day extension of a CSR endorsement shall not require review by a UCC or ICC unless case factors change or other information is identified which renders the CSR endorsement to be no longer appropriate.

An endorsed case awaiting transfer may be extended no more than twice beyond the initial 120-day period.

Upon discovery of information that a CSR endorsement is no longer appropriate, the institution shall not allow the transfer to occur. The case shall be referred for UCC or ICC, as appropriate, to determine appropriate placement. The UCC or ICC shall substantiate placement recommendation and refer the case for transfer consideration or retention in current placement.

#### **61020.16 Processing Inmates Through a Different Facility Than CSR Approved**

Inmates endorsed by a CSR to a subfacility of an institution complex may be received and processed through a higher security level unit. Such cases are to be transferred to the subfacility at the first opportunity or, when beds are not immediately available, placed on a waiting list. If a classification committee discovers special case factors, which prohibit movement to a lower security level, the case shall be presented to a CSR within 30 days for further evaluation. Any such case not presented to a CSR shall be on an approved waiting list.

#### **61020.17 Transferring Inmates Between Facilities in the Same Complex**

Transfer of inmates for more than 30 days between different security level subfacilities of an institution complex requires the same procedure as transfers between institutions. However, the Classification & Parole Representative (C&PR) is delegated the authority to act as a CSR when the facility security level conforms to the inmate's Placement Score or when an inmate with a level II Placement Score is being placed in the level I facility (MSF or secure level I) at that institution. The C&PR shall endorse the case and record WOR as the code for the Reason for Administrative or Irregular Placement on the appropriate score sheet.

To exercise this authority, the C&PR shall complete the CSR section as a CSR. No CSR approval is required for movement between subfacilities at the same level.

#### **61020.17.1 Transferring Inmates to an Institutional Hearing Program (IHP)**

The C&PR at each institution, CCF, or MCCF is responsible to review and endorse all appropriate inmates to the IHPs during the final 30 to 45 days of their incarceration to facilitate a deportation hearing by federal immigration judges. Inmates with active United States Immigration and Naturalization Service (USINS) detainees, who are housed in general population housing, are to be considered for transfer to IHP. Cases endorsed for transfer must be within 45 days

of parole. RC cases may be transferred up to 15 days prior to parole.

The determination of which IHP site is selected should be based upon a combination of the inmate's case factors, Placement Score, Mental Health Services Delivery System (MHSDS) designation, as well as bed availability and transportation scheduling.

The C&PR shall complete a CDC Form 128-G and a CDC Form 840. The Institution Approved is to be designated as RJD-INS, CEN-INS, or CAL-INS and "HOL" is to be entered as the Reason for Administrative or Irregular Placement.

#### **61020.18 Presenting SHU Cases for CSR Placement**

A new CDC Form 840 is required when cases are presented to a CSR for release or retention after expiration of a term of determinate confinement or a stay of one-year indeterminate status in a SHU.

#### **61020.19 Instructions for Completing the CDC Form 840**

##### **General**

The CDC Form 840 shall be completed as part of the regular reclassification process. It is intended to provide a cumulative record of the inmate's institutional adjustment and changes in case factors. A CDC Form 840 shall also be completed upon the return of an escapee or receipt of a Community Correctional Reentry Center (CCRC) failure.

Begin the CDC Form 840 review process by locating the most recent score sheet. Note the Preliminary Score (on the CDC Form 839) or most current New Preliminary Score (on the CDC Form 840/841), any special case factors and the dates of the last review period.

An inmate whose parole is revoked because he/she refused to sign conditions of parole, shall be re-scored on a CDC Form 841, Readmission Score Sheet, not on a CDC Form 840. On the CDC Form 840, box numbers appear to the right, but refer to the first box on the left of each field.

##### **61020.19.1 Identifying Information**

##### **CDC Number (boxes 1-6)**

At the bottom of the CDC Form 840, first enter the inmate's CDC number as obtained from the Legal Status Summary.

Print the letter prefix (for example P or W) in the first box. Enter the numbers in the remaining five boxes, boxes 2-6, always ending in box 6. Do not enter a letter in a number box. Example:

P-45678

P	4	5	6	7	8
---	---	---	---	---	---

##### **Inmate's Last Name (boxes 7-11)**

Print the first eight letters of the inmate's last name in CAPITAL BLOCK letters. Do not use lowercase or written script letters. Letterboxes are left-hand justified. Start printing the name in the box furthest to the left and end with any empty boxes on the right.

If the name consists of more than eight letters, print the first eight letters of the name and omit the remaining letters. Although eight boxes are provided on the score sheet, the database captures only the information in boxes 7-11 or the first five letters entered. For names with less than eight letters, leave the remaining boxes to the right empty. If the last name is two words, run the words together. Do not leave an empty box in between letters. Example:

Mac Knight

M	A	C	K	N	I	G	H
---	---	---	---	---	---	---	---

#### Date Completed (Boxes 12-17)

Enter the date that the CDC Form 840 is being completed as a "New" document as the Date Completed. The database organizes data from the CDC Form 840 based on the Date Completed.

If the CDC Form 840 is being completed as a correction document or to delete a previously submitted CDC Form 840, enter the Date Completed as it appears on the original document. A zero need not be entered before the month or day, but, if applicable, enter a zero as part of the year.

Example: January 8, 2002

	1		8	0	2
--	---	--	---	---	---

#### Date of Last Score Sheet (Boxes 18-23)

Enter the date of the most recent classification score sheet in the C-file. A zero need not be placed in front of the month or day, but, if applicable, enter a zero as part of the year.

Use the date of the last score sheet to identify the most recent score sheet in the C-file and organize the score sheets in chronological order to prevent tracking errors and ensure continuity.

#### Form Identification (Boxes 24-32)

At the top of the score sheet, three blank boxes are labeled "New", "Correction", and "Delete." Print an "X" in the appropriate box.

- Print an X in the "New" box (box 24) if a new CDC Form 840 is being prepared.
- Print an X in the "Correction" box (box 25) to correct a previously submitted CDC Form 840.
- Enter the date that the correction is being prepared in the "Date Corrected" boxes 26-31.
- Print an X in the "Delete" box (box 32) to delete a previously submitted CDC Form 840.

Additional information regarding preparation of "correction" and "deletion" documents is noted in DOM § 61020.20.9 and DOM § 61020.20.10.

#### 61020.19.2 Annual/Six Month Review Period Dates (Boxes 33-45)

An inmate's case shall be reviewed at least annually to consider the accuracy of the inmate's Placement Score, custody designation, program, work and privilege group, and facility placement, including recommendation for transfer.

Review Periods are to be recorded in precise six-month increments of time. The six-month intervals establish the period of time in custody for which, Placement Scores are adjusted based on favorable behavior. If a CDC Form 840 is being prepared within 30 days of a Review Period Ending Date for a six-month interval, then the complete six-month review period in custody shall be recorded. For an annual reclassification review, two six-month review periods may be counted.

If six months in custody has not elapsed since the inmate's Review Period Beginning Date, leave this section blank.

For an annual review, count two six-month review periods in custody. When updating an inmate's score in custody for the purpose of an annual review, place an "X" in the Annual box (box 39).

#### Determining the Annual/Six Month Review Period Dates

Review Period Beginning Date:

- If the inmate's Review Period Dates have not already been established, then the inmate's Review Period Beginning Date is either the date received at the reception center (RC) or the first day of the last month considered for favorable behavior points whichever is the most recent.

Enter the Review Period Beginning Date in boxes 33-38.

Review Period Ending Date:

- The Review Period Ending Date is determined by adding six months or 12 months to the Review Period Beginning Date and subtracting one day.

Enter the Review Period Ending Date in boxes 40-45.

For subsequent reviews, the Review Period Beginning Date shall be the previous Review Period Ending Date plus one day.

Inmate Example's Review Period Beginning Dates:

- Inmate Example was received in a CDC RC on 10-12-02. This date is the Review Period Beginning Date for the first review period. The only acceptable Review Period Beginning Dates thereafter are 10-12 or 4-12. Only the year will change as time progresses until the inmate paroles.

Inmate Example's Review Period Ending Dates:

- For inmate Example, the only acceptable Review Period Ending Dates are 10-11 or 4-11. Only the year changes until the inmate paroles.

When a six-month review period in custody ends in February and the date calculated is 29 or 30, use February 28 as the Review Period Ending Date. For leap year, use February 29.

Except for the instance noted above, once the Review Period Dates are established, the month and day remains the same. Only the year changes as time progresses until the inmate paroles. Whether a classification committee hearing is held earlier or later, an inmate escapes from custody, returns from out-to-court, or returns from release on appeal bond, the month and day of the Review Period Dates remain the same.

The Review Period Dates change when the inmate paroles and subsequently returns as an RTC or WNT. (See DOM § 61020.20.2 for Readmission Review Period Calculation).

- An inmate who refuses to sign conditions of parole and whose parole is revoked by the BPT, shall be re-scored on a CDC Form 841, not a CDC Form 840.

Number of Full Review Periods:

- For item number B.4., record the number of six-month review periods being considered for Favorable Behavior on the line provided.

#### 61020.19.3 Favorable Behavior Since Last Review

This section shall be used for recording and calculating in custody favorable behavior points.

- Favorable behavior points are to be considered for each six-month review period for the categories noted below. For an annual reclassification review, two six-month periods shall be considered.
- When a CDC Form 840 is prepared within 30 days of a six-month Review Period Ending Date, favorable points shall be applied if the inmate is within 30 days

of successfully completing the six-month review period and is otherwise eligible to receive favorable points at the end of that six-month review period. However, in such cases, should the inmate be found guilty of a serious disciplinary violation or found to not meet the criteria for favorable behavior points for the review period, a correction to the favorable behavior points shall be required.

#### **Continuous Minimum Custody (Boxes 46-47)**

Consider the inmate's eligibility for favorable behavior points for the Continuous Minimum Custody category when the inmate is in custody and the Minimum Custody status being evaluated occurred during, and includes, the review period dates recorded in the Annual/6 Month Review Period Dates section of the CDC Form 840 score sheet.

Apply favorable behavior points for the Continuous Minimum Custody category when the inmate is assigned Minimum Custody for every day of the six-month review period being evaluated. To evaluate this item, review CDC Form 128-Gs.

When the inmate's Minimum Custody assignment is interrupted during the six-month review period being evaluated, through no fault of the inmate, apply favorable points for only that interrupted six-month review period.

Unless the inmate was reassigned Minimum Custody on the first day of or prior to a subsequent Review Period Beginning Date, do not apply favorable behavior points for a six-month review period beyond the interrupted period.

If the inmate is housed in another jurisdiction during a six-month review period being considered, the counselor shall review the documents provided by the agency to determine if favorable points are appropriate. Favorable points shall be applied if documentation of assignment to Minimum Custody is provided by the agency.

Apply four (4) favorable behavior points for each six-month review period in custody for which the inmate qualifies.

#### **No Serious Disciplinary (Boxes 48-49)**

Consider the inmate's eligibility for favorable behavior points for the No Serious Disciplinary category when the behavior being evaluated occurs during, and includes, the review period dates recorded in the Annual/6 Month Review Period Dates section of the CDC Form 840 score sheet.

Apply favorable behavior points when the inmate has not committed a serious disciplinary violation in custody during any day of the six-month review period. In order to be held accountable for a serious disciplinary violation, the inmate must have been found guilty of behavior identified as serious per CCR § 3315.

Apply favorable behavior points for the No Serious Disciplinary category even though the inmate was incarcerated in another correctional agency (e.g. county jail, state or federal institution) during the review period evaluated and there is no evidence or documentation of serious disciplinary behavior.

Upon evidence of serious disciplinary behavior while the inmate was incarcerated in another correctional agency, the documentation shall establish that the inmate was determined to be guilty of conduct described as serious per CCR § 3315 in order to disqualify the inmate for consideration of favorable behavior points for the review period.

Apply two (2) favorable behavior points for each six-month review period in custody for which the inmate qualifies.

#### **Average or Above Performance in Work, School, or Vocational Program (Boxes 50-51)**

Consider the inmate's eligibility for favorable behavior points for the Average or Above Performance in Work, School or Vocational Program category when the Average or Above Performance status being evaluated occurred during, and includes, the review period dates recorded in the Annual/6 Month Review Period Dates section of the CDC Form 840 score sheet.

Consider favorable behavior points for the Average or Above Performance category only when the inmate is in custody, assigned to a work incentive assignment, and reported on the first day of or prior to the first day of the six-month review period being evaluated.

When the inmate's work, school or vocational program assignment is interrupted during the six-month review period being evaluated, through no fault of the inmate, consider favorable points for only that interrupted six-month review period. Do not apply favorable behavior points for six-month review periods beyond the interrupted six-month review period unless the inmate again reports to a work incentive assignment on the first day of, or prior to, the next review period beginning date.

An unassigned inmate who received an assignment from the inmate assignment office during a lockdown period, but has been unable to report to that assignment due to the lockdown, is not eligible for favorable behavior points for the Average or Above Performance category for that six-month review period. The inmate shall continue to earn Work Incentive Credit, but is not eligible to be awarded favorable behavior points if not participating in a program.

Favorable points shall not be applied for Average or Above Performance in Work, School or Vocational Program to an inmate not assigned to a program.

Note: An inmate earns Work Incentive Credit once assigned to a fulltime work, school, or vocational program. However, favorable behavior points are based on inmate performance in custody.

Consider favorable behavior points for an inmate in custody who is reassigned or continued in a work, school or vocational program who reports to a work, school or vocational program on or prior to a subsequent review period beginning date.

Combine part-time assignments within the same six-month review period which, when work/program hours are added together, are equivalent to a full-time assignment.

To determine eligibility for favorable points, review CDC Form 128-Gs, CDC Form 101, Work Supervisor's Report, or CDC Forms 128-D, E, and F, Chrono-Education/Vocational.

If the inmate was in custody but housed in another jurisdiction during the six-month review period being evaluated, consider favorable behavior points only if documentation of an assignment is provided by the agency. Review the documents provided by the agency to determine if favorable behavior points are appropriate.

If staff in CDC or another agency did not document the inmate's performance and the inmate continued to be assigned, continued to report to the assignment, and there is no disciplinary documentation, apply favorable behavior points for this review period. In the absence of staff documentation of the inmate's performance, apply favorable points liberally. In other words, an isolated record (e.g. a CDC Form 128-A, Custodial Counseling Chrono) and no other indication of less than average performance shall not

preclude the application of favorable points for the review period.

Apply two (2) favorable behavior points for each six-month review period if the inmate's in custody performance is rated "average" or "above average."

#### **Annual/Six Month Review Periods**

Annual/Six Month Review Periods are established as a standard period of time to measure in custody behavior warranting favorable behavior points.

An inmate's six-month review period is identified by the six-month period of time in custody between and including the Review Period Beginning Date and the Review Period Ending Date.

#### **Interrupted Period**

An "interrupted period" is a six-month in custody review period that is interrupted on or after the Review Period Beginning Date by a change to the inmate's assignment to Minimum Custody and/or the inmate's performance in a Work, School or Vocational Program.

#### **"Through No Fault of the Inmate" as it pertains to an Interrupted Period**

"Through no fault of the inmate" as it pertains to an interrupted period is a situation, which disrupts the inmate's assignment, custody, or placement, based on a decision outside of the inmate's control and the circumstances of the interruption are not within the responsibility of the inmate.

- Examples of "through no fault of the inmate" are:
  - The inmate is transferred out to court.
  - The inmate is placed on 'S' time pending parole.
  - The inmate is placed in administrative segregation pending investigation and/or disciplinary action and later released with no finding of guilt.
  - The inmate is housed in a Minimum Support Facility (MSF) and learns of a death in the family. Staff re-houses the inmate in a more secure facility pending evaluation of the inmate's escape potential.
- Examples of interruptions that are the fault of the inmate:
  - The inmate comes to staff and asks to be "rolled up" to administrative segregation. The inmate explains that he has a drug debt that he can't pay and stated that he can't stay in the general population.
  - The inmate has become disruptive in school and is removed from his assignment by a classification committee.

#### **Total Favorable Points**

Add the points for C.1. through C.3. and enter the number. Note that it is a negative value.

#### **61020.19.4 Unfavorable Behavior Since Last Review**

Locate the disciplinary section of the C-file and note if the inmate was found guilty of misbehavior rated as "serious" rather than "administrative". In the space provided, write the date of the disciplinary report for all "serious" disciplinary reports that have not yet been included.

When recording Unfavorable Behavior Since Last Review, the documentation shall establish that the inmate was

determined to be guilty of conduct described as "serious" per the CCR § 3315. Such behavior may be documented by means other than a CDC Form 115. For example, an assault on another inmate in jail or distribution of drugs in jail, may be documented by a report from the sheriff.

Unfavorable behavior points are to be recorded only when the unfavorable behavior being evaluated occurred between any of the inmate's current or previous Annual/6 Month Review Period dates and/or previous Readmission Review Period Calculation dates.

Therefore, when it is determined that the serious disciplinary behavior did occur between the inmate's current or previous Annual/6 Month Review Period Dates and/or previous Readmission Review Period Calculation dates and the disciplinary has not been recorded on a prior score sheet, the disciplinary can be recorded on a new CDC Form 840 or CDC Form 841 outside of the review period dates recorded on that score sheet.

Note: A correction to previously applied favorable points for No Serious Disciplinary is necessary if the inmate is later found to be guilty of a serious disciplinary violation committed during a review period for which favorable points for No Serious Disciplinary had been previously granted.

#### **Serious Disciplinary (Boxes 52-69)**

The counselor shall apply eight (8) points for each guilty finding for a Division A-1 or A-2 offense in boxes 52-53.

The counselor shall apply six (6) points for each guilty finding for a Division B, C, or D offense in boxes 54-55.

The counselor shall apply four (4) points for each guilty finding for a Division E or F offense in boxes 56-57.

Count the number of disciplinarys and multiply by the appropriate point value and enter the total in the appropriate boxes. The maximum number of points to be assessed for each individual category is 99.

A single disciplinary may result in the assessment of points under more than one different category. If the inmate was found guilty of the described behavior, enter the date of the disciplinary and assess the points associated with that behavior.

When the behavior in an incident falls under more than one category, assign the points for each appropriate category. For example, if the inmate is found guilty for battery on another inmate with a deadly weapon causing serious injury, that one act shall be noted on the CDC Form 840 in items:

- Item D.1. Division A offense = 8 points
- Item D.3. Battery on an inmate = 4 points
- Item D.5. Possession of a deadly weapon = 16 points
- Item D.7. Battery causing serious injury = 16 points

For this serious disciplinary, the inmate is assessed a total of 44 points.

Example: If a CDC inmate, while in the county jail, is found guilty of distribution of drugs (trafficking narcotics), the inmate shall be assessed points as follows:

- Item D.1. Division A-2 offense = 8 points
- Item D.4. Distribution of Drugs = 4 points

For this serious in-custody offense, the inmate is assessed a total of 12 points.

**Battery or Attempted Battery on A Nonprisoner  
(Boxes 58-59)**

Include any battery on a nonprisoner or attempted battery on a nonprisoner.

Count the number, multiply by eight (8) and enter the total.

**Battery or Attempted Battery on an Inmate (Boxes 60-61)**

Include any battery on an inmate or attempted battery on an inmate.

Do not include mutual combat where both inmates were co-responsible.

Include situations where one or more inmates is clearly the victim. Usually results in some injury that may involve a group attack or some type of weapon.

Count the number, multiply by four (4) and enter the total.

**Distribution of Drugs (Boxes 62-63)**

This refers to inmates who are involved in an operation to smuggle any controlled substance into an institution, facility, or jail for distribution and sales.

Do not count a disciplinary determination in which the inmate was found guilty of possessing a small quantity of drugs or being under the influence.

Count the number, multiply by four (4) and enter the total.

**Possession of a Deadly Weapon (Boxes 64-65)**

Include only well-documented instances of manufacturing or possessing a deadly weapon where apparent use is intended.

Except as noted below, do not include possession of commonly available and unmodified objects, unless they are used as weapons and this fact is documented in the disciplinary hearing process. For example, hobby craft tools, common shop tools, and baseball bats are not considered deadly weapons unless their use, or intent for use, as such is clear.

- Include possession of a razor blade (whether modified or not) in a segregated program housing unit (e.g. Ad Seg Unit, SHU, Psychiatric Services Unit).

Count the number, multiply by sixteen (16) and enter the total.

**Inciting a Disturbance (Boxes 66-67)**

Typically this involves a leadership role in an institution/facility riot, racial disturbance or work strike.

Include any willful and deliberate behavior, which may have led to violence or disorder, and any willful attempt to incite others, either verbally or in writing, or by other deliberate action, to use force or violence upon another person, of the type described in the CCR § 3005.

Count the number, multiply by four (4) and enter the total.

**Battery Causing Serious Injury (Includes Conspiracy) (Boxes 68-69)**

Include any battery that caused serious injury.

Inmates who conspired in, or ordered such a battery shall receive the same points.

Serious injury is defined in CCR § 3000.

Count the number, multiply by sixteen (16) and enter the total.

**Total Unfavorable Points**

Add the points for items D.1. through D.7. and enter the value on the line provided.

A serious disciplinary, not previously recorded, can be entered on the CDC Form 840 even when the date of the disciplinary falls outside of the period of time recorded in the Annual/6 Month Review Period Dates section of the score sheet.

**61020.19.5 Correction to CDC Form 840 Score Sheet  
(Prior to Rev. 07/02) (Boxes 70-72)**

The Correction section is used to correct only a CDC Form 840 score sheet with a form revision date prior to Rev. 07/02. This area is not to be used to record Changes in Term Points or Net Change in Score.

See DOM §§ 61020.20.9 and 61020.20.10 for further instructions in the Correction and Deletion Process.

**61020.19.6 Computation of Score**

**Prior Preliminary Score (Boxes 73-75)**

The Prior Preliminary Score will be found on the most recent classification score sheet:

- If the CDC Form 839 is the most recent score sheet, enter the Preliminary Score value as recorded in boxes 65-67.
- If the CDC Form 840 is the most recent score sheet, enter the New Preliminary Score value as recorded in the most recent CDC Form 840, boxes 82-84.
- If the CDC Form 841 is the most recent score sheet, enter the New Preliminary Score value as recorded in the most recent CDC Form 841, boxes 84-86.

**Net Change in Score (Boxes 76-78)**

Combine the Total Favorable Points (C.4.) and the Total Unfavorable Points (D.8.). The Net Change in Score can be a plus or minus value. The maximum number of points that can be entered for Net Change in Score on each CDC Form 840 is 99.

Because the Inmate Classification Score System database organizes data by the Date Completed, to accurately capture points beyond 99 in the Net Change, prepare one or more additional CDC Form 840s. Each CDC Form 840 is able to capture up to 99 points Net Change in Score for purposes of recording disciplinary history. Enter a different "Date Completed" for each score sheet.

Enter the appropriate negative or positive sign in the first box. Enter the total numeric value in the remaining boxes.

**Preliminary Score Subtotal (Item F.3.)**

Enter the Preliminary Score Subtotal on the line provided. The Preliminary Score Subtotal is the Prior Preliminary Score plus or minus the Net Change in Score.

Computations that result in a negative value shall be entered as zero.

**Change in Term Points (Boxes 79-81)**

Whenever an inmate receives a change in his or her total term length, enter the change on the CDC Form 840. If an inmate's status changes from PVRTC to PVWNT after endorsement on the CDC Form 841, use a CDC Form 840 to record any change in term points. Do not correct the CDC Form 841.

Unless there is a change in the inmate's total length of term, do not recalculate Term Points.

To determine the Change in Term Points:

- Review the CDC Form 112 and the Legal Status Summary to determine if the new sentence has changed the total term length.

- If there has been a change to the length of the inmate's total term, review the original Term Point calculation on the CDC Form 839 and the Change in Term Points box on all subsequent score sheets before adjusting Term Points.
- Identify the current Term Points value and enter that value on the "- Old T/P" line on the score sheet. This is a negative value.
- Use the Term Point equation of base term plus enhancements multiplied by two (2) to calculate New Term Points. Enter that value on the "+ New T/P" line on the score sheet. This is a positive value.
  - This term point value cannot exceed 50.
- Determine the difference between the old term points and the new term points. Enter either a plus (+) or a minus (-) sign in box 79 and the numeric difference in boxes 80-81.

When an inmate receives a change in the total term length, do not correct the Term in Years section of the original CDC Form 839 or the Change in Term Points section of the CDC Form 841, use the new CDC Form 840.

When an inmate's total term length is modified, the new term points shall be based on FULL YEARS of the new total term. Months are not included in calculating the new term point total.

#### EXAMPLES:

An inmate returned to court and had a prior term stricken, reducing his total term to 3 years.

- Old Term Points: - 8
- New Term Points: + 6 (3 yrs X 2)
- Change in Term Points = - 2

An inmate receives an additional term, increasing his total term by 8 months, to 6 years 4 months.

- Old Term Points: -10
- New Term Points: +12 (6 yrs X 2)
- Change in Term Points = +2

An inmate receives an additional term, increasing his total term to 5 years 10 months.

- Old Term Points: -10
- New Term Points: +10 (5 yrs X 2)
- Change in Term Points = 0 No change in Term Points

In this case, there is no Change in Term Points because the new total term length does not affect the term point value.

An inmate is given a 16-month sentence (1 year 4 months) consecutive to his controlling offense. His original term was 8 years, and the new term is 9 years 4 months.

- Old Term Points: -16
- New Term Points: +18 (9 yrs X 2)
- Change in Term Points = +2

An inmate had his Life sentence reduced to a total term of 4 years.

- Old Term Points: -50
- New Term Points: +8 (4yrs X 2)
- Change in Term Points = - 42

#### New Preliminary Score (Boxes 82-84)

Add or subtract the Change in Term Points value entered in boxes 79-81 from the Preliminary Score Subtotal and enter that value in boxes 82-84. The maximum value for the New Preliminary Score is 999. Although the New Preliminary Score is at the maximum value of 999, record any serious disciplinary behavior on subsequent score sheets. Computations that result in a negative value shall be entered as zero. The New Preliminary Score cannot be less than zero nor greater than 999.

#### 61020.19.7 Placement

##### Mandatory Minimum Score Factor:

A Mandatory Minimum Score Factor is a case factor that requires the application of a Mandatory Minimum Score.

##### Mandatory Minimum Score Factor Code (Box 85)

A Mandatory Minimum Score Factor Code is an alpha code associated with a Mandatory Minimum Score Factor.

- If an inmate has a case factor that requires the application of a Mandatory Minimum Score Factor Code, enter the applicable code in box 85. If more than one Mandatory Minimum Score Factor Code applies, enter the code that appears first on the list.
- Document the RC justification for applying a Mandatory Minimum Score Factor Code in the CDC Form 816 or ISRS, as applicable. When the Mandatory Minimum Score Factor is applied other than in the RC, justify application in a CDC Form 128-G.
- If eligibility for a Mandatory Minimum Score Factor Code requires "case-by-case" consideration, the case shall first be reviewed and evaluated by a classification committee before the Mandatory Minimum Score Factor Code is applied.
  - If the classification committee approves application of a Mandatory Minimum Score Factor Code, the classification committee shall describe the justification for applying the Mandatory Minimum Score Factor Code in the CDC Form 128-G, and refer the case for CSR review for the application of the Mandatory Minimum Score Factor Code.
  - A CDC Form 840 score sheet shall be prepared to record the CSR's action to apply the Mandatory Minimum Score Factor Code and Mandatory Minimum Score.
  - Absent overriding security or safety considerations, cases pending further consideration to determine eligibility for a Mandatory Minimum Score Factor Code shall not be transferred, except from the RC until the application of a Mandatory Minimum Score Factor Code is resolved.

Determine if one or more of the case factors listed below apply to the inmate. If no factors apply, proceed to the instructions for Placement Score.

Prepare a new CDC Form 840 score sheet to record a change in or removal of a Mandatory Minimum Score Factor Code.

Mandatory Minimum Score Factor Codes and Scores:

CODE	FACTOR	SCORE
[A]	Condemned	52
[B]	Life Without Possibility of Parole	52
[C]	CCR 3375.2(a)(7) Life Inmate	28

[D]	History of Escape	19
[E]	Warrants "R" Suffix	19
[F]	Violence Exclusion	19
[G]	Public Interest Case	19
[H]	Other Life Sentence	19

Specific Criteria for Applying Mandatory Minimum Factors:

- **A. Condemned.** Apply Mandatory Minimum Score Factor Code A to inmates sentenced to Death.
- **B. Life Without Possibility of Parole.** Apply Mandatory Minimum Score Factor Code B to inmates sentenced to Life Without the Possibility of Parole (LWOP).
- **C. CCR 3375.2(a)(7) Life Inmate.** Apply Mandatory Minimum Score Factor Code C to life-term inmates who are excluded from placement in Levels I or II based on any of the following factors per CCR § 3375.2(a)(7):
  - The commitment offense involved multiple murders, unusual violence or execution-type murders or received high notoriety. Each of these factors is defined in CCR § 3000.
  - The inmate has a history of multiple walkaways, an escape from a secure perimeter or an escape with force or threat of force.

A classification committee shall determine the application of Mandatory Minimum Score Factor Code C. The Unit Classification Committee (UCC) shall refer more complex cases to the Institutional Classification Committee (ICC) as needed.

Justification in the CDC Form 128-G shall address the specific element(s) of the inmate's commitment offense that substantiates the application of Mandatory Minimum Score Factor Code C, which precludes Level II placement, as opposed to Mandatory Minimum Score Factor Code F or Mandatory Minimum Score Factor Code H.

- **D. History of Escape.** Apply Mandatory Minimum Score Factor Code D for those case factors listed below. This code is not to be used to assess risk factors for escape involving any other offenses, i.e. the sale or possession of large quantities of narcotics.
  - Apply to an inmate with any history of escape from within a secure perimeter or attempted escape from within a secure perimeter, whether or not force was used. This inmate is permanently excluded from minimum custody placement.
  - Apply to an inmate who has a conviction for, or whose commitment offense includes, Escape with Force or Attempted Escape with Force from any correctional setting or armed escort. This inmate is permanently excluded from minimum custody placement.
  - Apply to an inmate who verbalizes that he or she is going to escape, and/or states he or she does not wish MSF placement because he or she will be tempted to escape/walkaway. The inmate is permanently excluded from minimum custody/MSF/camp placement.
  - When applying the ten-year exclusion criteria in reference to the following escapes or walkaways, use the date of conviction. If the escape did not result in a conviction, use the

date of apprehension. In a case where there is no escape conviction and the date of apprehension is unknown, use the date of the escape, attempted escape, or walkaway.

- Apply to an inmate who has a history of (one or more) walkaways without force from a nonsecure perimeter facility setting (such as camp, MSF, county road camp, etc.). The inmate is ineligible for minimum custody placement, camp, or MSF for ten years.
- Apply to an inmate with a pattern of (two or more) walkaways from CCRC within the last 10 years. These inmates are excluded from minimum custody for 10 years.
- Apply to an inmate who has a walkaway from a CCRC that resulted in a court conviction for Escape within the last ten years. The inmate is not eligible for minimum custody for 10 years.
- **E. Warrants "R" Suffix.** Apply Mandatory Minimum Score Factor Code E when the "R" suffix has been affixed to the inmate's custody. Criteria for the "R" suffix are provided in CCR § 3377.1(b)(1) and DOM § 62010.4.3.1. Do not apply Mandatory Minimum Score Factor Code E for a case pending an evaluation.
- **F. Violence Exclusion.** Apply Mandatory Minimum Score Factor Code F when an inmate has a current or prior conviction for a violent felony or a sustained juvenile adjudication including but not limited to those listed under PC § 667.5(c) that does not require "case-by-case" consideration.
  - A sustained juvenile adjudication is a guilty determination or ruling rendered in a juvenile judicial proceeding.
  - In addition, the following administrative determinations regarding an allegation of a violent act, including but not limited to those offenses described in PC § 667.5(c) shall have the same force and effect as a current or prior conviction for a violent felony or a sustained juvenile adjudication:
    - Board of Prison Terms or Parole Hearings Division good cause finding, or;
    - California Youth Authority/Youthful Offender Parole Board sustained allegation, or;
    - a probation violation finding in a court of law.
  - Do not apply the Mandatory Minimum Score Factor Code F pending case-by-case evaluation.
  - Case-by-case evaluation for application of the Mandatory Minimum Score Factor Code F by the receiving institution requires the review and decision prior to the inmate's first annual review or prior to transfer, whichever comes first.
  - If the UCC justifies exclusion of the inmate for violence based on a case-by-case evaluation, the case shall be referred to the CSR for approval.
    - If the CSR agrees with the UCC's evaluation that the case meets the

violence exclusion, the CSR shall apply the administrative determinant pursuant to CCR § 3375.2(b)(25).

- If the CSR disagrees with the UCC's evaluation that the case meets the violence exclusion, the CSR shall refer the case to ICC for a final determination.
- Upon ICC determination that the case meets the violence exclusion, ICC shall refer the case for CSR review and application of the administrative determinant for violence pursuant to CCR § 3375.2(b)(25).
- The ICC shall refer the case to the CSR substantiating application of the violence administrative determinant via a CDC Form 128-G.
- A CDC Form 840 score sheet shall be prepared to record the CSR's action to apply the Mandatory Minimum Score Factor F.
- **G. Public Interest Case.** Apply Mandatory Minimum Score Factor Code G when a CSR determines that the inmate is a Public Interest Case as defined in CCR § 3000, CCR § 3375.2(b)(20) and DOM § 62010.4.3.3. Staff shall refer potential public interest cases to a CSR for determination and endorsement, if applicable, as a public interest case.
- **H. Other Life Sentence.** Apply Mandatory Minimum Score Factor Code H for an inmate serving a current life sentence commitment whose case factors are not already addressed by another Mandatory Minimum Score Factor. This inmate is excluded from placement in a minimum custody setting until a release date is granted by the BPT. The granting of a release date by the BPT does not result in the removal of Mandatory Minimum Score Factor Code H.

#### **Mandatory Minimum Score (Boxes 86-87)**

A Mandatory Minimum Score is a numerical value identifying the least restrictive security level for an inmate who has a case factor that requires that he/she be housed no lower than a specific security level.

When the Mandatory Minimum Score Factor Code is applied, enter the corresponding point value in the field labeled Mandatory Minimum Score, boxes 86-87.

If more than one factor applies, enter the code in box 85 that appears first on the list and enter the corresponding numeric value in boxes 86-87.

#### **Placement Score (Boxes 88-90)**

If a Mandatory Minimum Score Factor Code has not been applied, enter the New Preliminary Score as the Placement Score.

If a Mandatory Minimum Score has been applied, enter either the Mandatory Minimum Score or the New Preliminary Score whichever is greater, as the Placement Score.

The Placement Score is one of the factors used to determine the security level to which the inmate is assigned.

#### **61020.19.8 Special Case Factors**

This provides the opportunity to alert classification staff of special concerns, which should be considered in placement or program assignment. Begin by reviewing the CDC Form 839, prior CDC Form 840s, and CDC Form 841s for special case factors, identified by counselors or CSRs, which need to be evaluated for change or continuation. For example, does the hold still exist or does the "R" suffix still apply?

Next, review relevant chronos and other documentation for any recent concerns.

#### **Holds, Detainers and Warrants (Boxes 91-92)**

Review all relevant documents and the "Detainers" section of the C-file for holds. This item requires careful evaluation regarding the seriousness of the hold and the likelihood that the jurisdiction will exercise the hold at the end of the sentence. The importance of the hold for classification is the extent to which the prospect of an additional term to serve may motivate the inmate to escape.

- Holds, detainers and warrants for felony charges or USINS are coded "P" for potential or "A" for actual.
- Upon identification of a potential USINS hold, prepare and submit a new CDC Form 840 to OISB.
- Prepare a new CDC Form 840 identifying a potential or actual hold, if as a result of classification committee review, the inmate is referred to the CSR or C&PR for more restrictive placement.
- If the inmate's placement is not impacted by the identification of a potential (other than a potential USINS hold) or actual felony hold, prepare a new CDC Form 840 recording the potential or actual hold at the inmate's annual classification committee review or at the inmate's next classification committee review requiring the completion of a score sheet, which ever comes first.
- Place an asterisk (\*) in the box if an actual felony or USINS hold has been dropped, or if the concern for a potential hold no longer exists. An asterisk shall be recorded only as part of the normal reclassification process that requires the completion of a score sheet.

#### **Restricted Custody Suffix (Box 93)**

Enter an "R" in the box if a restricted custody suffix has been applied pursuant to DOM § 62010.4.3.1.

Place an asterisk (\*) in the box if "R" custody has been removed.

#### **Eligible for Restitution Center (Box 94)**

The Restitution Center program allows inmates who meet program criteria to work in the community and repay their victims for monetary losses. Inmates are eligible for placement in the Restitution Center program pursuant to PC § 6228. Inmates are eligible for placement consideration if they meet the following criteria:

- Have agreed or been ordered by the court to make financial restitution to a crime victim.
- Have not served a prison term within the five years prior to the present conviction.
- Do not have a criminal history of a conviction for the sale of controlled substances.
- Do not have a criminal history of a conviction for a crime involving violence or sex.
- Received a sentence of 36 months or less.
- Present no unacceptable risk to the community.
- Are employable.

Inmates from any county are eligible for placement if they meet the criteria.

A court ordered restitution to the victim, whether payable to the court, directly to the victim, or in any other manner, qualifies an inmate to participate. Therefore, a restitution fine does meet the criteria for Restitution Center placement.

There are no medical staff assigned to the Restitution Center. However, an inmate who is otherwise eligible for placement in a restitution center who requires regular monitoring/intervention by medical personnel may be considered if medically cleared on a case-by-case basis.

In box 94, enter a "Y" for "yes" if the inmate is eligible or enter "N" for "no" if the inmate is ineligible. This is a one-time entry for the duration of the inmate's CDC Number unless the inmate's eligibility changes from "Y" to "N." If this information has already been entered on a score sheet, it is not necessary to enter it again.

#### Level IV Design (Item H.4.)

**180 Status.** If a male inmate has a Level IV Placement Score, the counselor shall make a determination regarding the exclusion of the inmate from a Level IV 270-design institution. If an inmate meets the guidelines for exclusion from a Level IV 270-design prison, the counselor shall print the capital letter "Y" on the line provided.

If a male inmate has a Level IV Placement Score, but does not meet the guidelines for exclusion from a Level IV 270-design institution, the counselor shall print an "N" on the line provided.

**Reason Code.** When a "Y" is entered on the "180 Status" line enter the "Reason" code that describes the reason for exclusion from a Level IV 270-design institution based on the established guidelines. (Refer to DOM 61010.11.6 for these guidelines)

#### US Armed Forces (Box 95)

Print a "Y" if the inmate answers "Yes" to the following question: "Have you ever been a member of the US Armed Forces and were you honorably discharged?" If the inmate answers "No" enter "N." Once a response to this question is documented on a CDC Form 839, CDC Form 840, or CDC Form 841, it is not necessary to address the issue again.

#### Current Institution and Facility (Boxes 96-102)

Beginning with the first box, print the letters that abbreviate the name of the institution, Community Correctional Facility (CCF), Modified Community Correctional Facilities (MCCF) or RC where the reclassification process is being conducted. Use the approved abbreviation that has been assigned to each location.

Print the letters assigned to each location in the first four boxes. Print the appropriate security level, subfacility, program, or camp number in the remaining boxes.

#### Institution codes are as follows:

ASP	Avenal State Prison
CAL	Calipatria State Prison
CCC	California Correctional Center
CCI	California Correctional Institution
CCWF	Central California Women's Facility
CEN	Centinela State Prison
CIM	California Institution For Men
CIW	California Institution For Women
CMCE	California Men's Colony - East
CMCW	California Men's Colony - West
CMF	California Medical Facility
COR	California State Prison, Corcoran
CRC	California Rehabilitation Center (male inmates)
CRCW	California Rehabilitation Center (female inmates)

CTF	Correctional Training Facility
CVSP	Chuckawalla Valley State Prison
DVI	Deuel Vocational Institution
FSP	Folsom State Prison
HDSP	High Desert State Prison
ISP	Ironwood State Prison
LAC	California State Prison, Los Angeles County
MCSP	Mule Creek State Prison
NKSP	North Kern State Prison
PBSP	Pelican Bay State Prison
PVSP	Pleasant Valley State Prison
RJD	Richard J. Donovan Correctional Facility
SAC	California State Prison, Sacramento
SATF	California Substance Abuse Treatment Facility And State Prison At Corcoran
SCC	Sierra Conservation Center
SCCW	Sierra Conservation Center for Women
SOL	California State Prison, Solano
SQ	California State Prison, San Quentin
SVSP	Salinas Valley State Prison
VSPW	Valley State Prison For Women
WSP	Wasco State Prison

When entering a CCF or MCCF abbreviation, print the first four letters assigned to each location in the first four boxes and print "CCF" in the remaining boxes.

#### CCF and MCCF abbreviations are as follows:

##### CCFs are:

ADEL	Adelanto
BAKE	Baker
COAL	Claremont Custody Center
DELA	Delano
LASS	Lassen
LIVE	Leo Chesney Center
SHAF	Shafter
TAFT	Taft

##### MCCFs are:

CENV	Central Valley
GOLD	Golden State
DESR	Desert View
VICV	Victor Valley

Print the following letters for inmates housed in Community Prisoner Mother Programs:

- CPMP Community Prisoner Mother Program

##### Examples:

Central Valley Modified Community Correctional Facility is coded as:

C	E	N	V	C	C	F
---	---	---	---	---	---	---

Pelican Bay State Prison SHU is coded as:

P	B	S	P	S	H	U
---	---	---	---	---	---	---

**County of Last Legal Residence (Boxes 103-105)**

Print the two or three letter OBIS code for the county name in the boxes available. This is a one-time entry for this incarceration. If the CLLR has already been recorded on the CDC Form 839 or CDC Form 841, leave these boxes blank. Refer to DOM § 61010.11.1 for application of the code for CLLR.

ALA	Alameda	ORA	Orange
ALP	Alpine	PLA	Placer
AMA	Amador	PLU	Plumas
BUT	Butte	RIV	Riverside
CAL	Calaveras	SAC	Sacramento
CC	Contra Costa	SB	Santa Barbara
COL	Colusa	SBD	San Bernardino
DN	Del Norte	SBT	San Benito
ED	El Dorado	SCL	Santa Clara
FRE	Fresno	SCR	Santa Cruz
GLE	Glenn	SD	San Diego
HUM	Humboldt	SF	San Francisco
IMP	Imperial	SHA	Shasta
INY	Inyo	SIE	Sierra
KER	Kern	SIS	Siskiyou
KIN	Kings	SJ	San Joaquin
LA	Los Angeles	SLO	San Luis Obispo
LAK	Lake	SM	San Mateo
LAS	Lassen	SOL	Solano
MAD	Madera	SON	Sonoma
MAR	Marin	STA	Stanislaus
MEN	Mendocino	SUT	Sutter
MER	Merced	TEH	Tehama
MNO	Mono	TRI	Trinity
MOD	Modoc	TUL	Tulare
MON	Monterey	TUO	Tuolumne
MPA	Mariposa	VEN	Ventura
NAP	Napa	YOL	Yolo
NEV	Nevada	YUB	Yuba

**Counselor Name (Boxes 106-114)**

The counselor shall print his or her last name and first initial in the boxes, in capital block letters, indicating that the CDC Form 840 is accurate and complete.

**61020.19.9 CSR Action**

This section is to be completed only by a CSR or a staff member specifically authorized to act in that capacity.

**Last Name (Boxes 115-122)**

The CSR or authorized staff shall print the first eight letters of his or her last name in CAPITAL BLOCK letters in the space provided.

**Date of Action (Boxes 123-128)**

Enter the number of the month, the day and the last two digits of the year in which the action is taken.

**Level IV Design (Boxes 129-131)**

**180 Status.** If a male inmate has a Level IV Placement Score, the CSR shall make a determination regarding the

exclusion of this inmate from a Level IV 270-design institution. If an inmate meets the guidelines for exclusion from a Level IV 270-design prison, the CSR shall print the capital letter "Y" in box 129.

Enter an asterisk (\*) in box 129 if an inmate was designated on a previous CDC Form 839 or CDC Form 840 or CDC Form 841 as meeting the guidelines for exclusion from a Level IV 270-design institution, but no longer meets the exclusionary guidelines.

**Reason Code.** If a "Y" has been entered in box 129, the CSR shall enter the Reason Code in boxes 130-131 to describe the reason for exclusion from a Level IV 270-design institution based on the established guidelines. Refer to DOM § 61010.11.6 Special Case Factors to determine the appropriate Reason Code.

The counselor's evaluation regarding a male inmate's exclusion from a Level IV 270-design institution shall be recorded in the Special Case Factors area of the score sheet.

**Minimum Custody (Boxes 132-135)**

**Eligibility.** The CSR shall print the letter "E", "L", or "P" in box 132 consistent with the findings recorded on the Minimum Custody Screening Form. Print the letter "E" in box 132 to document that the inmate is eligible for minimum custody. Print the letter "L" in box 132 to document that the inmate is temporarily ineligible for minimum custody. Print the letter "P" in box 132 to document that the inmate is permanently ineligible for minimum custody.

**Reason Code.** Print the code in boxes 133-135 to identify the reason that the inmate is either temporarily or permanently ineligible for minimum custody, for example, VIO, ESC, HOL, etc. If the inmate is eligible for minimum custody print an "E" in the Minimum Custody Eligibility box 132. Do not enter a "reason code".

If an inmate is permanently excluded from Camp due to Arson, but is otherwise eligible for minimum custody in an MSF, enter "P" in box 132 and enter ARS for Arson in boxes 133-135 to ensure that the inmate is not placed in a Camp.

**CCRC Eligibility (Boxes 136-138)**

The CSR shall enter the appropriate code for reentry eligibility in boxes 136-138.

- Print the letters REN if the inmate is eligible and wants to participate in CCRC.
- Print the letters REX if the inmate is eligible for placement in CCRC but the inmate does not want to participate in CCRC.

If the inmate is ineligible for CCRC placement, boxes 136-138 shall remain blank.

**Developmental Disability Program (DDP) Code (Boxes 139-141)**

The Developmental Disability evaluation is recorded on a CDC Form 128-C-2. The CSR shall print the most recent DDP code in boxes 139-141. The DDP code is the designation assigned by clinical staff.

The C&PR has the authority to enter the DDP code only when there is a change from one DDP designation to another and the change does not require transfer of the inmate.

For example: The C&PR has the authority to enter the DDP designation change from DDO to NDD or from DD1 to DD2 when the institution is designated to accommodate both DD1 and DD2.

### Disability Placement Program (DPP) Codes (Boxes 142-157)

The CSR shall make every effort to endorse a case that is identified as DPP on the CDC Form 1845 (Section C), to an appropriate institution.

The first three boxes are to be used for the impacting DPP code that most affects the inmate's placement. The CSR shall print the appropriate DPP code in boxes 143-145. If there are additional codes that affect placement, the CSR shall print codes in boxes 147-157.

The CSR shall print the non-impacting DPP codes assigned to the inmate in boxes 147-157.

When a DPP code is no longer appropriate, the CSR shall enter an asterisk in the corresponding box and enter the DPP code to be deleted in the three boxes following the asterisk.

The lack of an asterisk (\*) before a DPP code means the continuation or addition of a code.

To change the previously applied primary code that most affected placement, the CSR shall print a new primary DPP code in boxes 143-145.

The C&PR or RC-CCIII has the authority to code the DPP designation of inmates who have only non-impacting physical disabilities as identified in Section D of the CDC Form 1845. The C&PR or RC-CCIII shall enter a DPP code in boxes 147-157.

### Administrative Determinants (Boxes 158-177)

An inmate whose Placement Score falls within one of the following ranges shall be placed in an institution, which is designated at the security level indicated, unless a reason for administrative or irregular placement is specified:

Placement Score	Security Level
0-18	I
19-27	II
28-51	III
52+	IV

Appropriate inmate placement is determined by both Placement Score and consideration of unusual or special case factors. Some case factors affect placement because of administrative policy requirements. Policy determined factors are "administrative determinants," and placements based on these, in a facility, which does not correspond to the inmate's Placement Score, are "administrative placements".

Space is provided to record up to five administrative determinants. Enter applicable administrative determinants. An administrative determinant also identifies a temporary or permanent case factor and alerts staff to safety and security considerations, which may limit the inmate's eligibility for placement.

If there are not enough boxes to identify all applicable administrative determinants, give priority to administrative determinants most related to custody and safety.

For example, if the inmate has noted an active "felony hold," mental health concerns, medical concerns, and a possible restricted "R" custody, enter the applicable administrative determinants. Unless the medical condition is driving placement, the mental health diagnosis is the primary concern. Enter HOL for the Hold if the hold is active, is either a felony hold or a USINS hold, and supporting documentation for the hold is in the file. The "R" suffix is not entered pending evaluation. The CSR would, therefore, enter:

a)	b)	c)
P S Y	M E D	H O L

Record those administrative determinants, which are supported by documentation using the Administrative Determinant codes provided. If an Administrative Determinant code has already been entered as a Minimum Custody Reason Code (boxes 133-135), it is not necessary to repeat that code here.

**AGE.** Inmate's youthfulness, immaturity, or advanced age should be given strong consideration in placement or program decisions.

**ARSon.** Current or prior conviction or a sustained juvenile adjudication, as defined in CCR § 3375.2(b)(25) or good cause finding ruling rendered in a BPT or Parole Hearing Division proceeding, a sustained allegation in CYA or Youthful Offender Parole Board proceeding or a probation violation finding in a court of law for arson, which limits where the inmate may be housed.

**BEHavior.** Inmate's behavior record indicates he or she is capable of successful placement at an institution security level lower than that indicated by inmate's Placement Score. Not to be used if the inmate is housed at a security level higher than the inmate's Placement Score.

**CAMp.** Placement due to a shortage of camp qualified inmates. Enter CAM to identify an inmate who is eligible or potentially eligible for camp placement.

**DEAtH sentence.** Inmate was formerly on death row or currently is sentenced to death.

**DEPartmental review board.** Special placement ordered by the Departmental Review Board.

**DISciplinary history.** Inmate's disciplinary record indicates a history of serious problems, or threatens the security of the facility.

**ENEmies.** One or more persons under jurisdiction of the CDC has been documented on a CDC Form 812 or CDC Form 812-C as an enemy. This should also be used when victimization is very probable due to case factors, such as where the nature of the offense will very likely create an enemy situation at certain institutions. Includes current Protective Housing Unit (PHU) cases and those who are natural victims because of their appearance or commitment offense.

**ESCApe potential.** Unusual circumstances suggest the inmate is a much greater escape risk than indicated by his or her score. For example, the inmate verbalized intent to escape.

**FAMily ties.** Inmate has strong family ties to a particular area where other placement would cause an unusual hardship.

**GANG involvement or affiliation.** Documentation establishes that the inmate's membership or association requires special attention or placement consideration.

**HOLD, warrant, or detainer likely to be exercised.** For purposes of justifying a need for irregular placement based on a Hold, the hold is to be active, be either a felony hold or USINS hold, and substantiating documentation must be located in the C-File.

**INActive.** Documentation establishes that the inmate's inactive gang status requires special attention or placement consideration.

**LIFe sentence.** Apply LIF to identify an inmate serving a life sentence or life sentences.

**MEDical.** The inmate's medical condition requires treatment or continuing medical attention not generally available at all facilities.

**OUT-to-court.** Inmate needs to be housed in a particular facility in order to be close to a court jurisdiction where the inmate is required to testify in court or is being prosecuted. Includes situations where involvement in a court trial is anticipated because a disciplinary has been referred to the district attorney. Also use this designation when a board appearance is imminent.

**POPulation pressures.** Shall be used by a CSR only. No beds presently exist at an institution with a security level indicated by the inmate's Placement Score.

**PRErelease.** The short time remaining to serve limits or otherwise influences placement or program options. This factor shall also be used when a release date is so close that transfer or starting a long-term program is not warranted and when a short release date warrants special placement or program consideration.

**PSYchiatric.** A psychological condition requires special treatment or may severely limit placement options. Includes Category B. Apply PSY to justify the administrative placement of an inmate who requires designated housing in accordance with an impacting DDP code.

**PUBLIC** interest case. High notoriety of an inmate has caused public interest in the case and requires exceptional placement.

**SCH**ool. Inmate is involved in an academic program, which is not available at an institution security level consistent with the inmate's Placement Score. Apply SCH to identify an inmate currently participating in a Substance Abuse Program who is being retained out of level to complete the Substance Abuse Program.

**SEX.** Inmate has a prior incidence of rape, oral copulation, sodomy, or a lewd and lascivious act, which requires restricted custody or placement.

**SOR.** Sexual orientation. Inmate's bisexual or homosexual orientation may require special placement.

**TIME** to serve. Inmate's time to serve is long, requiring placement at a facility with a security level higher than that indicated by the inmate's Placement Score.

**VIO**lence. Inmate has a current or prior conviction for a violent felony, or a sustained juvenile adjudication including, but not limited to, those listed under PC § 667.5(c), which, as determined by the CSR, requires placement in a facility with a higher security level than that indicated by the inmate's Placement Score.

- A sustained juvenile adjudication means a guilty determination or ruling rendered in a juvenile judicial proceeding.
- In addition, the following administrative determinations regarding allegations of violent acts, including but not limited to those offenses described in PC § 667.5(c), shall have the same force and effect as a current or prior conviction for a violent felony or a sustained juvenile adjudication:
  - BPT or Parole Hearings Division good cause finding, or;
  - CYA/Youthful Offender Parole Board sustained allegation, or;
  - a probation violation finding in a court of law.

**VOC**ational training. Inmate is involved in a vocational program, which is not available at a facility with a security level, which is consistent with the inmate's Placement Score.

**WORK** skills. Inmate has a work skill in a critical trade for which special placement consideration may be warranted.

This should also be used to request or approve work crew placements.

The CSR shall delete factors no longer valid by placing an asterisk (\*) in the single box and entering the code for the factor to be deleted in the following three boxes. This process is used only to delete a previously documented administrative determinant. The lack of an asterisk (\*) means the continuation or addition of an administrative determinant.

#### Mental Health Level of Care (Box 178)

The CSR or C&PR shall enter either a "C" for CCCMS or an "E" for EOP in box 178 to identify the inmate's level of care (LOC) only at the time of endorsement.

#### Institution Approved (Boxes 179-185)

Print the initials of the institution or facility name in boxes 179-182. Print the security level, subfacility designation or program in boxes 183-185. Enter only one letter or number in each box. Empty boxes should be to the right.

For example:

Sierra Conservation Center, Level I is recorded as:

S	C	C		I		
---	---	---	--	---	--	--

CSP, Solano Level II is recorded as:

S	O	L		I	I	
---	---	---	--	---	---	--

California Institution for Men, Minimum is recorded as:

C	I	M		I		
---	---	---	--	---	--	--

California Correctional Center, Level III is recorded as:

C	C	C		I	I	I
---	---	---	--	---	---	---

Community Correctional Facility placement is recorded as:

C	C	F				
---	---	---	--	--	--	--

Endorsement to the Restitution Center is recorded as:

L	A			C	C	C
---	---	--	--	---	---	---

When the inmate's current endorsed location or program is not affected by any action being recorded in the Classification Staff Representative section (Section I), the endorsed location shall be reaffirmed and recorded in boxes 179-185.

#### Reason for Administrative or Irregular Placement (Boxes 186-188)

The CSR or authorized staff completes this item only if the security level approved is not commensurate with the inmate's Placement Score. If the level does not correspond, the CSR or authorized staff shall enter the reason for the administrative or irregular placement, using the appropriate administrative determinant code to justify placement.

Some case factors affect placement because of administrative policy requirements. Policy-determined factors are "administrative determinants" and placements in a facility based on these, which do not correspond to the inmate's Placement Score, are "administrative placements."

There are also special case factors that, while not governed by policy, influence placement by determining program priorities. For example, the inmate's score level is reduced, but he or she is retained in a higher security level to complete academic or vocational training, or to fill a skilled worker position, or the population is such that no suitable bed at the inmate's security level is immediately available. When placement occurs under such circumstances, it shall be recorded as an "irregular" placement.

## **61020.20 Instructions for Completing the CDC Form 841**

The counselor shall prepare a CDC Form 841 upon the return to CDC custody from parole of a Parole Violator Returned to Custody (PVRTC) or a Parole Violator With a New Term (PVWNT). Also prepare a CDC Form 816, Reception Center Readmission Summary, for the PVRTC or PVWNT with the following exceptions.

Prepare a CDC Form 841 and an ISRS for a PVWNT returning with a new Life term.

Prepare only a CDC Form 841 if parole is lawfully revoked by the BPT because an inmate refused to sign conditions of parole. Preparation of a CDC Form 816 is not required if the inmate is not physically paroled to the community, the inmate's status shows that he/she has been paroled, revoked and returned the same day.

Once a PVRTC or PVWNT is scored on a CDC Form 841, each subsequent readmission period shall be captured on a separate CDC Form 841. The counselor prepares a CDC Form 841 each time a parole violator returns to the RC. For example, if a PVRTC paroled from the RC prior to the preparation of a CDC Form 841 for that revocation, prepare a CDC Form 841 to address that RTC period as well as a separate CDC Form 841 to address the current RTC.

A CDC Form 841 shall not be prepared for a parolee pending revocation proceedings. Do not prepare a CDC Form 841 if the parole violator is continued on parole (COP).

A CDC Form 841 shall not be prepared for a parolee who is returned to custody as a "non-revoked" parolee, for example a SATCU placement.

A CDC Form 841 shall not be prepared for a parolee who is returned to custody for "psych attention" only. A parolee revoked by the BPT for psych attention is in custody for psychiatric treatment but continues his or her parole period uninterrupted.

A CDC Form 841 shall not be prepared if the inmate received an additional commitment while on parole (paper commitment) but is not returned to an RC. OBIS records this as a Legal Processing Unit action showing the parolee as returned to prison and paroled the same day.

On the CDC Form 841, box numbers appear to the right, but refer to the first box on the left of each field.

### **Detention Processing Unit**

The purpose of the Detention Processing Unit (DPU) is to expedite the Reception Center processing of PVRTC cases. The RC-CCIII or designated CCII screens PVRTCs primarily on information in the C-file and a CCI's interview of the PVRTC.

#### **Detention Processing Unit Criteria**

##### **Inmates Eligible for DPU Processing**

The DPU process allows the RC-CCIII or designated CCII staff to approve initial placement of eligible PVRTC inmates who have either a Level I or Level II Placement Score and who are not further excluded as follows.

- The PVRTC does not require Level III or Level IV placement.
- The PVRTC does not require special or designated housing.
- The PVRTC has no complex housing considerations.
- The PVRTC has no complex enemy concerns.

The PVRTC shall be processed via DPU and endorsed on the CDC Form 841 under the following conditions:

- PVRTC Cases Eligible for Minimum Custody via DPU.
  - A PVRTC with a Level I Placement Score who meets MSF criteria shall be approved for DPU placement in a Level I MSF or a CCF. Do not DPU to a Secure Level I.
  - PVRTCs with Level I Placement Scores with an imminent release date of 30 days or less shall be approved for DPU placement in the Level I MSF adjacent to that RC.
  - A PVRTC with a Level II Placement Score who meets MSF criteria shall be approved for DPU placement in a Level I MSF institution using the Administrative Determinant Code of Work (WOR) or for a DPU placement in a CCF. Do not DPU a PVRTC eligible for MSF placement to a Secure Level I or to a Level II institution.
- Level I or Level II PVRTC Cases Not Eligible for Minimum Custody.
  - A DPU-eligible PVRTC with a Level I Placement Score who does not meet MSF criteria shall be approved for DPU placement in an MCCF or Level II institution using the appropriate Administrative Determinant Code as the Administrative or Irregular Placement Reason.
  - A DPU-eligible PVRTC with a Level II Placement Score who does not meet MSF criteria shall be approved for DPU placement in an MCCF or Level II institution.

##### **Inmates not eligible for DPU Processing**

A PVRTC requires regular reception center processing and CSR endorsement if he or she has any of the following factors:

- The PVRTC requires either a Level III or Level IV placement.
- The PVRTC requires designated housing; i.e., DDP, DPP, SNY, or is a participant in the Mental Health Services Delivery System.
- The C&PR or RC-CCIII determines that the PVRTC inmate warrants referral to the CSR.

### **61020.20.1 Identifying Information**

#### **CDC Number (Boxes 1-6)**

At the bottom of the CDC Form 841, enter the CDC number for the inmate in boxes 1-6 as obtained from the Legal Status Summary.

Print the letter prefix (for example P or W) in the first box. Enter a number in each of the remaining five boxes, boxes 2-6, always ending in box 6. Be certain not to enter the letter in the number boxes. Example: P-45678

P	4	5	6	7	8
---	---	---	---	---	---

#### **Inmate's Last Name (Boxes 7-11)**

Print the first eight letters of the inmate's last name in CAPITAL BLOCK letters. Do not use lowercase or written script letters. Letterboxes are left-hand justified. Begin at the left and print only one letter of the name in each box. Any empty boxes shall be on the right.

If the name consists of more than eight letters, simply enter the first eight letters. Although eight boxes are provided on the score sheet, the database captures only the information in Boxes 7-11 or the first five letters entered. For names with less than eight letters, leave empty the remaining boxes to the right. If the last name is two words, run the words together. Do not leave an empty box in between letters. Example:

Mac Knight

M	A	C	K	N	I	G	H
---	---	---	---	---	---	---	---

#### Date Received This Incarceration (Boxes 12-17)

When it is determined that an inmate is to be scored on a CDC Form 841, the Date Received This Incarceration is the date that the inmate was received in the RC. Enter the date in the boxes. A zero need not be entered in front of single digit months or days, but is entered as part of the two digits entered for the year, when applicable.

For an inmate who refuses to sign conditions of parole and whose parole is revoked by the BPT, the Date Received This Incarceration is the date that the BPT identifies as the date the inmate was returned to custody as posted on the CDC Form 112.

When a parole violator is returned from parole to an institution other than a reception center (e.g. to provide immediate medical care), the Date Received This Incarceration is the date that the inmate is received at that institution.

If a PVRTC later becomes a PVWNT, the Date Received This Incarceration does not change.

If the inmate was received in the RC as a PVWNT, use the date that the PVWNT is received in the RC.

The Date Received This Incarceration is the Review Period Beginning Date for the PVWNT or PVRTC's first six-month review period for this incarceration.

#### Date of Last Score Sheet (Boxes 18-23)

Enter the date of the most recent score sheet in the central file. Use the Date of the Last Score Sheet to identify the most recent score sheet and organize score sheets in chronological order to prevent tracking errors and ensure continuity.

#### County of Last Legal Residence (CLLR) (Boxes 24-26)

Print the most current CLLR, for a PVRTC or PVWNT as recorded in the parole violation report, BPT action, and/or court documents.

Print the two or three letter OBIS code for the county name in boxes 24-26.

ALA	Alameda	ORA	Orange
ALP	Alpine	PLA	Placer
AMA	Amador	PLU	Plumas
BUT	Butte	RIV	Riverside
CAL	Calaveras	SAC	Sacramento
CC	Contra Costa	SB	Santa Barbara
COL	Colusa	SBD	San Bernardino
DN	Del Norte	SBT	San Benito
ED	El Dorado	SCL	Santa Clara
FRE	Fresno	SCR	Santa Cruz
GLE	Glenn	SD	San Diego
HUM	Humboldt	SF	San Francisco

IMP	Imperial	SHA	Shasta
INY	Inyo	SIE	Sierra
KER	Kern	SIS	Siskiyou
KIN	Kings	SJ	San Joaquin
LA	Los Angeles	SLO	San Luis Obispo
LAK	Lake	SM	San Mateo
LAS	Lassen	SOL	Solano
MAD	Madera	SON	Sonoma
MAR	Marin	STA	Stanislaus
MEN	Mendocino	SUT	Sutter
MER	Merced	TEH	Tehama
MNO	Mono	TRI	Trinity
MOD	Modoc	TUL	Tulare
MON	Monterey	TUO	Tuolumne
MPA	Mariposa	VEN	Ventura
NAP	Napa	YOL	Yolo
NEV	Nevada	YUB	Yuba

#### Form Identification (Boxes 27-35)

At the top of the CDC Form 841, three blank boxes are labeled "New", "Correction", and "Delete." Print an "X" in the appropriate box.

- Print an "X" in the "New" box (box 27) if a new CDC Form 841 is being prepared.
- Print an "X" in the "Correction" box (box 28) if the form is being completed as a correction to a previously submitted CDC Form 841. Enter the date of the correction in boxes 29-34.
- Print an "X" in the "Delete" box (box 35) when a previously submitted CDC Form 841 was completed for an inmate in error and is to be deleted.

Additional information regarding preparation of "correction" and "deletion" documents is provided in DOM §§ 61020.20.9 and 61020.20.10.

#### 61020.20.2 Readmission Review Period Calculation

Within the Readmission Review Period Calculation section of the CDC Form 841, capture the inmate's most recent period of incarceration prior to his or her last parole.

The most recent period of incarceration is defined as that time period between the date that the inmate last paroled and the inmate's Review Period Beginning Date.

After an inmate has been scored on a CDC Form 841, each subsequent readmission period shall be captured on a separate CDC Form 841.

#### Identification Of Review Period(s) Not Previously Addressed

##### Date Paroled (Boxes 36-41)

Enter the date, month/day/year that the inmate last paroled from CDC. A zero need not be entered in front of a single digit number for the month or day. Enter a zero as part of the two digits for the year when applicable.

##### Review Period Beginning Date (Boxes 42-47)

Enter the Review Period Beginning Date, month/day/year. A zero need not be placed in front of the month or day, but must be placed in front of the year when appropriate.

- The Review Period Beginning Date is the date that the inmate's review period would have begun had the

inmate remained in custody. The Review Period Beginning Date is the most recent Review Period Ending Date plus one day.

- However, if Review Period Dates have not already been established, then the inmate's Review Period Beginning Date is either the date received at the reception center in the last incarceration or the first day of the last month considered for favorable behavior points whichever is the most recent.
- An inmate's partial review period is a period of less than six months in custody as measured between and including the Review Period Beginning Date and the Date Paroled.
- For an inmate who was a SACCO case and has been returned from parole as a parole violator, the inmate's Date Paroled and Review Period Beginning Date is the same date. The total number of days not previously addressed is zero.

**Total Review Periods Not Previously Addressed (Item B.3.)**

Enter the total number of months, days, and years in custody between the Date Paroled and the Review Period Beginning Date.

- When calculating the review period(s) in custody not previously addressed, the time periods are calculated using 30-day months.

**Number of 6 Month Review Periods (Item B.4.)**

Enter the total number of six-month review periods in custody not previously addressed.

**Partial Review Period (Less Than 6 Months) (Item B.5.)**

Enter the number of months and days in custody remaining that total less than six months.

Inmate Example's classification hearing history and recorded review period dates:

- Received in CDC 10-12-02.
- Annual Review UCC committee held on 10-20-03:
  - Rev Per Beg Date 10-12-02
  - Rev Per End Date 10-11-03
- Inmate Example's UCC committee hearing for Transfer consideration was held on 6-15-04:
  - Rev Per Beg Date 10-12-03
  - Rev Per End Date 4-11-04
- Inmate Example's Annual Review was held early on 9-25-04:
  - Rev Per Beg Date 4-12-04
  - Rev Per End Date 10-11-04
- Inmate Example paroled on 12-22-04
- Returned to CDC as a PVWNT on 3-16-05

Inmate Example's CDC Form 841 Readmission Review Period Calculation is:

- Date Paroled: 12-22-04
- Rev Per Beg Date: 10-12-04 =

Partial Review Period in custody of 2 months 10 Days

**61020.20.3 Favorable Behavior Since Last Review**

This section shall be used for recording and calculating in custody favorable behavior points.

- The inmate is eligible to be considered for the full value of Favorable Behavior points for each Six Month Review Period in custody.
- The inmate is eligible to be considered for one-half of the Favorable Behavior points for a partial review period that totals less than 6 months in custody.

Favorable points are to be considered for each six-month review period and/or partial review period in custody for the categories noted below.

- Favorable behavior points are to be considered only when the favorable behavior being evaluated occurred in custody during and includes the review period dates recorded in the Readmission Review Period Calculation section of the CDC Form 841 score sheet.
- There is no such thing as a "partial" Partial Review Period.

**Continuous Minimum Custody (Boxes 48-49)**

Consider the inmate's eligibility for favorable behavior points for the Continuous Minimum Custody category when the Minimum Custody status being evaluated occurred during, and includes, the review period dates recorded in the Readmission Review Period Calculation section of the CDC Form 841 score sheet.

Apply favorable behavior points for the Continuous Minimum Custody category when the inmate is assigned Minimum Custody for every day of the six-month review period or partial review period being evaluated. To evaluate this item, review CDC Form 128-Gs.

When the inmate's Minimum Custody assignment is interrupted during the six-month review period or partial review period being evaluated, through no fault of the inmate, apply favorable points only for that interrupted six-month review period or partial review period.

Unless the inmate was reassigned Minimum Custody on the first day of or prior to a subsequent Review Period Beginning Date, do not apply favorable behavior points for any six-month review period or partial review period beyond the interrupted period.

If the inmate was housed in another jurisdiction during a six-month review period or partial review period being considered, the counselor shall review the documents provided by the agency to determine if favorable points are appropriate. Favorable points shall be applied if documentation of assignment to Minimum Custody is provided by the agency.

Apply four (4) favorable behavior points for each six-month review period for which the inmate qualifies.

For less than a full six-month review period (partial review period), apply two (2) points for favorable behavior.

**No Serious Disciplinary (Boxes 50-51)**

Consider the inmate's eligibility for favorable behavior points for the No Serious Disciplinary category when the behavior being evaluated occurs during, and includes, the review period dates recorded in the Readmission Review Period Calculation section of the CDC Form 841 score sheet.

Apply favorable behavior points when the inmate is in custody and has not committed a serious disciplinary violation during any day of the six-month review period or partial review period being evaluated. In order to be held

accountable for a serious disciplinary violation, the inmate must have been found guilty of behavior identified as serious per CCR § 3315.

Apply favorable behavior points for the No Serious Disciplinary category even though the inmate was incarcerated in another correctional agency (e.g. county jail, state or federal institution) during the review period or partial review period being evaluated and there is no evidence or documentation of serious disciplinary behavior.

Upon evidence of serious disciplinary behavior, the documentation shall establish that the inmate was determined to be guilty of conduct described as serious per CCR § 3315 in order to disqualify the inmate for consideration of favorable behavior points for the six-month review period or partial review period being evaluated.

Apply two (2) favorable behavior points for each six-month review period for which the inmate qualifies.

For less than a full six-month review period (partial review period), apply one (1) point for favorable behavior.

#### **Average or Above Performance in Work, School, or Vocational Program (Boxes 52-53)**

Consider the inmate's eligibility for favorable behavior points for the Average or Above Performance in Work, School or Vocational Program category when the Average or Above Performance status being evaluated occurs during, and includes, the review period dates recorded in the Readmission Review Period Calculation section of the CDC Form 841 score sheet.

Consider favorable behavior points for the Average or Above Performance category only when the inmate was assigned to a work incentive assignment and reporting on the first day of or prior to the first day of the six-month review period or partial review period being evaluated.

When the inmate's work, school or vocational program assignment is interrupted during the six-month review period or partial review period being evaluated, through no fault of the inmate, consider favorable points if otherwise eligible only for that interrupted six-month review period or partial review period. Do not apply favorable behavior points beyond the interrupted six-month review periods unless the inmate again reports to a work incentive assignment on the first day of, or prior to, a subsequent Review Period Beginning Date.

An unassigned inmate who received an assignment from the inmate assignment office during a lockdown period, but has been unable to report to that assignment due to the lockdown, is not eligible for favorable behavior points for the Average or Above Performance category for the six-month review period or partial review period being considered.

Favorable points are not applied for an inmate not assigned to a program.

Once assigned an inmate continues to earn Work Incentive Credit. Eligibility for favorable behavior points is based on performance and requires participation in a program.

Consider favorable behavior points for an inmate reassigned or continued in a work, school or vocational program who reports to a work, school or vocational program on the first day of or prior to a subsequent Review Period Beginning Date.

Combine part-time assignments during the same review period which, when work/program hours are added together, are equivalent to a full-time assignment.

To determine eligibility for favorable points, review CDC Form 128-Gs, CDC Form 101 Work Supervisor's Report, or CDC Forms 128-D, E, and F, Chrono-Education/Vocational.

If the inmate was housed in another jurisdiction during the six-month review period or partial review period being evaluated, consider favorable behavior points only if documentation of an assignment is provided by the agency. Review the documents provided by the agency to determine if favorable behavior points are appropriate.

If staff in CDC or another agency did not document the inmate's performance and the inmate continued to be assigned, continued to report to the assignment, and there is no disciplinary documentation, apply favorable behavior points for the six-month review period or partial review period. In the absence of staff documentation of the inmate's performance, apply favorable behavior points liberally. In other words, an isolated record (e.g. a CDC Form 128-A, Custodial Counseling Chrono) and no other indication of less than average performance shall not preclude the application of favorable behavior points for the six-month review period or partial review period.

Apply two (2) favorable behavior points for each six-month review period if the inmate's performance was rated "average" or "above average."

For less than a full six-month review period (partial review period), apply one (1) point for favorable behavior.

#### **Six-Month Review Periods**

Six-month review periods are established as a standard period of time to measure behavior warranting favorable behavior points.

An inmate's six-month review period is identified by the six-month period of time between and including the Review Period Beginning Date and the Review Period Ending Date.

#### **Partial Review Period**

A partial review period is a period of time in custody that totals less than six months between and including the review period beginning date and the date paroled. Apply half the full value of favorable behavior points for a Partial Review Period when evaluating Favorable Behavior Since Last Review on the CDC Form 841.

#### **Interrupted Period**

An "interrupted period" is a six-month review period or partial review period that is interrupted on or after the Review Period Beginning Date by a change to the inmate's assignment to Minimum Custody and/or the inmate's performance in a Work, School or Vocational Program.

#### **"Through No Fault of the Inmate" as it pertains to an Interrupted Period**

"Through no fault of the inmate" as it pertains to an interrupted period is a situation, which disrupts the inmate's assignment, custody, or placement, based on a decision outside of the inmate's control and the circumstances of the interruption are not within the responsibility of the inmate.

- Examples of "through no fault of the inmate" are:
  - The inmate is transferred out to court.
  - The inmate is placed on 'S' time pending parole.
  - The inmate is placed in administrative segregation pending investigation and/or disciplinary action and later released with no finding of guilt.

- The inmate is housed in a Minimum Support Facility (MSF) and learns of a death in the family. Staff re-houses the inmate in a more secure facility pending evaluation of the inmate's escape potential.
- Examples of interruptions that are the fault of the inmate:
  - The inmate comes to staff and asks to be "rolled up" to administrative segregation. The inmate explains that he has a drug debt that he can't pay and stated that he can't stay in the general population.
  - The inmate has become disruptive in school and is removed from his assignment by a classification committee.

#### **Total Favorable Points (Item C.4.)**

Total the points for C.1. through C.3. and enter the number. Note that it is a negative value.

#### **61020.20.4 Unfavorable Behavior Since Last Review**

Unfavorable behavior points shall be assessed at full value.

Locate the disciplinary section of the C-file and note if the inmate was found guilty of misbehavior rated as "serious" rather than "administrative". In the space provided, write the date of the disciplinary report for all "serious" disciplinary reports that have not been included in or since the last review. This includes serious disciplinaries received at the RC while undergoing RC processing.

When recording Unfavorable Behavior Since Last Review, the documentation shall establish that the inmate was determined to be guilty of conduct described as "serious" per the CCR § 3315. Such behavior may be documented by means other than a CDC Form 115. For example, an assault on another inmate in jail shall be documented by a report from the sheriff.

Unfavorable behavior points are to be recorded when the unfavorable behavior being evaluated occurred in custody on or between any of the inmate's previous six-month review period dates and/or current or previous Readmission Review Period Calculation dates.

Therefore, when it is determined that the serious disciplinary behavior did occur between established review period dates and the disciplinary has not been recorded on a prior score sheet, enter the disciplinary on a new CDC Form 840 or CDC Form 841 outside of the review period dates recorded on that score sheet.

#### **Serious Disciplinaries (Boxes 54-71)**

The counselor shall apply eight (8) points for a guilty finding for a Division A-1 or A-2 offense in boxes 54-55.

The counselor shall apply six (6) points for a guilty finding for a Division B, C, or D offense in boxes 56-57.

The counselor shall apply four (4) points for a guilty finding for a Division E or F offense in boxes 58-59.

Count the number of disciplinaries and multiply by the appropriate point value and enter the total in the appropriate boxes. The maximum number of points to be assessed for each individual category is 99.

A single disciplinary may result in the assessment of points under several different categories. If the inmate was found guilty of the described behavior, enter the date of the disciplinary and assess the points associated with that behavior.

When the behavior in an incident falls under more than one category, apply points for each appropriate category. For example, if the inmate is found guilty for battery on another inmate with a deadly weapon causing serious injury, that one act shall be noted on the CDC Form 841 as follows:

- Item D.1. Division A-1 offense = 8 points
- Item D.3. Battery on an Inmates = 4 points
- Item D.6. Possession of a Deadly Weapon = 16 points
- Item D.7. Battery Causing Serious Injury = 16 points

For this serious disciplinary, the inmate is assessed a total of 44 points.

Example: If a CDC inmate, while in the county jail, is found guilty of distribution of drugs (trafficking narcotics), he shall be assessed points as follows:

- Item D.1. Division A-2 offense = 8 points
- Item D.4. Distribution of Drugs = 4 points

For this serious in-custody offense, the inmate is assessed a total of 12 points.

#### **Battery or Attempted Battery on a Nonprisoner (Boxes 60-61)**

Include any battery on a nonprisoner or attempted battery on a nonprisoner.

Count the number, multiply by eight (8) and enter the total.

#### **Battery or Attempted Battery on an Inmate (Boxes 62-63)**

Include any battery on an inmate or attempted battery on an inmate.

Do not include mutual combat where both inmates were co-responsible.

Include situations where one or more inmates is clearly the victim. Usually results in some injury that may involve a group attack or some type of weapon.

Count the number, multiply by four (4) and enter the total.

#### **Distribution of Drugs (Boxes 64-65)**

This refers to inmates who are involved in an operation to smuggle any controlled substance into an institution, facility, or jail for distribution and sales.

Do not count a disciplinary determination in which the inmate was found or pled guilty to possessing a small quantity of drugs or being under the influence.

Count the number, multiply by four (4) and enter the total.

#### **Possession of a Deadly Weapon (Boxes 66-67)**

Include only well-documented instances of manufacturing or possessing a deadly weapon where apparent use is intended.

- Except as noted below, do not include possession of commonly available and unmodified objects, unless they are used as weapons and this fact is documented in the disciplinary hearing process. For example, hobby craft tools, common shop tools and baseball bats are not considered deadly weapons unless their use, or intent for use, as such is clear. Include possession of a razor blade in a special program housing unit (e.g. Ad Seg Unit, SHU, Psychiatric Services Unit).

Count the number, multiply by sixteen (16) and enter the total.

#### **Inciting a Disturbance (Boxes 68-69)**

Typically this involves a leadership role in an institution/facility riot, racial disturbance or work strike.

Include any willful and deliberate behavior, which may have led to violence or disorder, and any willful attempt to incite others, either verbally or in writing, or by other deliberate action, to use force or violence upon another person, of the type described in the CCR § 3005.

Count the number, multiply by four (4) and enter the total.

#### **Battery Causing Serious Injury (Includes Conspiracy) (Boxes 70-71)**

Include any battery that caused serious injury.

Inmates who conspired in, or ordered such an assault shall receive the same points.

Serious injury is defined in CCR § 3000.

Count the number, multiply by sixteen (16) and enter the total.

#### **Total Unfavorable Points (Item D.8.)**

Add the points for items D.1. through D.7. and enter here.

A serious disciplinary, not previously recorded, can be entered on the CDC Form 841 even when the date of disciplinary falls outside of the period of time recorded in the Readmission Review Period Calculation section of the CDC Form 841.

#### **61020.20.5 Computation Of Score**

##### **Prior Preliminary Score (Boxes 75-77)**

The Prior Preliminary Score will be found on the most recent classification score sheet:

- If the CDC Form 839 is the most recent score sheet, enter the Preliminary Score value as recorded in boxes 65-67.
- If the CDC Form 840 is the most recent score sheet, enter the New Preliminary Score value as recorded in boxes 82-84.
- If the CDC Form 841 is the most recent score sheet, enter the New Preliminary Score value as recorded in boxes 84-86.
- When an inmate's most recent classification score is recorded on a score sheet with a revision date prior to Rev. 07/02, enter that classification score as the Prior Preliminary Score.

##### **Net Change in Score (Boxes 78-80)**

Combine the Total Favorable Points (C.4.) and the Total Unfavorable Points (D.8.). The Net Change in Score can be a plus (+) or a minus (-) value. The maximum number of points that can be entered for the Net Change in Score on the CDC Form 841 is 99. If the Net Change in Score exceeds 99, prepare one or more CDC Form 840(s), to record remaining disciplinarys. If preparing more than one CDC Form 840 on the same date, enter a different date for each CDC Form 840 because the Inmate Classification Score System Database organizes data by the "Date Completed". Enter the appropriate positive or negative sign in the first box and the total value in the remaining boxes.

##### **Preliminary Score Subtotal (Item F.3.)**

Enter the Preliminary Score subtotal on the line provided. The Preliminary Score subtotal is the prior Preliminary Score plus or minus the Net Change in Score.

This number can never be less than "0."

#### **Change in Term Points (Boxes 81-83)**

If the inmate has been designated as an RTC, do not enter a value. This area is left blank for an inmate who has returned as a parole violator returned to custody for a parole violation only.

If a PVRTC later becomes a PVWNT, a correction to the CDC Form 841 is not necessary. Complete a new CDC Form 840 recording the change in term points, if any, as a result of this new term. Also, do not correct the CDC Form 839.

To determine the change in term points for a PVWNT:

- Identify the original Term Point (T/P) from the CDC Form 839 and from subsequent score sheets with information entered in the Change in Term Points box.
- Enter the prior Term Points value on the "- Old T/P" line on the score sheet.
- Use the Term Point equation of base term plus enhancements multiplied by two (2) to calculate New Term Points. Enter that value on the "+ New T/P" line on the score sheet.
  - This term point value cannot exceed 50.
- Determine the difference between the old term points and the new term points. Enter either a plus (+) or a minus (-) sign in box 81 and the numeric difference in boxes 81-83.

#### **EXAMPLES:**

An inmate is returned from parole as an RTC. The inmate goes out to court before completing RC processing and is sentenced to 3 years. His original CDC commitment had been 4 years. The adjustment to the Change in Term Points area of the CDC Form 841 is calculated as:

- Old Term Points: - 8
- New Term Points: (3 yrs X 2) + 6
- Change in Term Points = - 2

An inmate is returned from parole as a PVWNT. She is given an 18-month sentence (1 year 6 months). Her original term was 8 years.

- Old Term Points: - 16
- New Term Points: (1 yrs X 2) + 2
- Change in Term Points = - 14

##### **New Preliminary Score (Boxes 84-86)**

Add or subtract the Change in Term Points value from the Preliminary Score Subtotal and enter that value in boxes 84-86. The maximum value for the New Preliminary Score is 999. The New Preliminary Score cannot be less than zero nor greater than 999.

#### **61020.20.6 Placement**

##### **Mandatory Minimum Score Factor:**

A Mandatory Minimum Score Factor is a case factor that requires the application of a Mandatory Minimum Score.

##### **Mandatory Minimum Score Factor Code (Box 87)**

A Mandatory Minimum Score Factor Code is an alpha code associated with a Mandatory Minimum Score Factor.

- If an inmate has a case factor that requires the application of a Mandatory Minimum Score Factor Code, enter the code that applies in box 87. If more than one case factor applies, enter the code that appears first on the list.

- Document the RC justification for applying a Mandatory Minimum Score Factor Code in the CDC Form 816 or ISRS, as applicable. When the Mandatory Minimum Score Factor is applied other than in the RC, justify application in a CDC Form 128-G.
- If eligibility for a Mandatory Minimum Score Factor Code requires further consideration, refer to DOM § 61020.19.7.
- Absent overriding security or safety considerations, inmates pending case-by-case evaluation to determine eligibility for a Mandatory Minimum Score Factor Code shall not be transferred, except from the RC, until the application of a Mandatory Minimum Score Factor Code is resolved.
- Determine if one or more of the case factors listed below apply to the inmate. If no factors apply, proceed to the instructions for Placement Score.
- Prepare a new CDC Form 840 score sheet to record a change in or removal of a Mandatory Minimum Score Factor Code.

#### Mandatory Minimum Score Factor Codes and Scores

<u>CODE</u>	<u>FACTOR</u>	<u>SCORE</u>
[A]	Condemned	52
[B]	Life Without Possibility of Parole	52
[C]	CCR 3375.2(a)(7) Life Inmate	28
[D]	History of Escape	19
[E]	Warrants "R" Suffix	19
[F]	Violence Exclusion	19
[G]	Public Interest Case	19
[H]	Other Life Sentence	19

#### Specific Criteria for Applying Mandatory Minimum Score Factor Codes:

- **A. Condemned.** Apply Mandatory Minimum Score Factor Code A to inmates sentenced to death.
- **B. Life Without Possibility of Parole.** Apply Mandatory Minimum Score Factor Code B to inmates sentenced to LWOP.
- **C. CCR 3375.2(a)(7) Life Inmate.** Apply Mandatory Minimum Score Factor Code C to life-term inmates who are excluded from placement in Levels I or II based on any of the following factors per CCR § 3375.2(a)(7):
  - The commitment offense involved multiple murders, unusual violence or execution-type murders or received high notoriety. Each of these factors is defined in CCR § 3000.
  - The inmate has a history of multiple walkaways, an escape from a secure perimeter or an escape with force or threat of force.

A classification committee shall determine the initial application of this Mandatory Minimum Score Factor Code C. The Unit Classification Committee shall refer more complex cases to the Institutional Classification Committee as needed.

Justification in the ISRS shall address the specific element(s) of the inmate's commitment offense that substantiates the application of Mandatory Minimum Score Factor Code C, which precludes Level II placement, as opposed to

Mandatory Minimum Score Factor Code F or Mandatory Minimum Score Factor Code H.

- **D. History of Escape.** Apply Mandatory Minimum Score Factor Code D for those case factors listed below. This code is not to be used to assess risk factors for escape involving any other offenses, i.e. the sale or possession of large quantities of narcotics.
  - Apply to an inmate with any history of escape from within a secure perimeter or attempted escape from within a secure perimeter, whether or not force was used. This inmate is permanently excluded from minimum custody placement.
  - Apply to an inmate who has a conviction for, or whose commitment offense includes, Escape with Force or Attempted Escape with Force from any correctional setting or armed escort. This inmate is permanently excluded from minimum custody placement.
  - Apply to an inmate who verbalizes that he or she is going to escape, and/or states he or she does not wish MSF placement because he or she will be tempted to escape/walkaway, is permanently excluded from minimum custody/MSF/camp placement.
  - When applying the ten-year exclusion criteria in reference to the following escapes or walkaways, use the date of conviction. If the escape did not result in a conviction, use the date of apprehension. In a case where there is no escape conviction and the date of apprehension is unknown, use the date of the escape, attempted escape, or walkaway.
  - Apply to an inmate who has a history of (one or more) walkaways without force from a nonsecure perimeter facility setting (such as camp, MSF, county road camp, etc.). The inmate is ineligible for minimum custody placement, camp, or MSF for ten years.
  - Apply to an inmate with a pattern of (two or more) walkaways from CCRC within the last 10 years. These inmates are excluded from minimum custody for 10 years.
  - Apply to an inmate who has a walkaway from CCRC that resulted in a court conviction for Escape within the last ten years. The inmate is ineligible for minimum custody for 10 years.
- **E. Warrants "R" Suffix.** Apply Mandatory Minimum Score Factor Code E when the "R" suffix has been affixed to the inmate's custody. Criteria for the "R" suffix are provided in CCR § 3377.1(b)(1) and DOM § 62010.4.3.1. Do not apply Mandatory Minimum Score Factor Code E for a case pending an evaluation.
- **F. Violence Exclusion.** Apply Mandatory Minimum Score Factor Code F when an inmate has a current or prior conviction for a violent felony or a sustained juvenile adjudication including but not limited to those listed under PC § 667.5(c) that does not require "case-by-case" consideration.
  - A sustained juvenile adjudication is a guilty determination or ruling rendered in a juvenile judicial proceeding.

- An administrative determination regarding an allegation of a violent act, including but not limited to those offenses described in PC § 667.5(c), has the same force and effect as a current or prior conviction for a violent felony or a sustained juvenile adjudication:
  - Board of Prison Terms or Parole Hearings Division good cause finding, or;
  - California Youth Authority/Youthful Offender Parole Board sustained allegation, or;
  - a probation violation finding in a court of law.
- Do not apply the Mandatory Minimum Score Factor Code F pending case-by-case evaluation.
- **G. Public Interest Case.** Apply Mandatory Minimum Score Factor Code G when the CSR has determined that the inmate is a public interest case pursuant to CCR §§ 3000, 3375.2(b)(20) and DOM § 62010.4.3.3. Staff shall refer any potential public interest cases to a CSR for determination and endorsement as a public interest case.
- **H. Other Life Sentence.** Apply Mandatory Minimum Score Factor Code H for an inmate serving any current life sentence commitment whose case factors are not already addressed by another mandatory minimum score factor code. This inmate is excluded from consideration for placement in a minimum custody setting until a release date is granted by the BPT. The granting of a release date by the BPT does not result in the automatic removal of Mandatory Minimum Score Factor Code H.

#### **Mandatory Minimum Score (Boxes 88-89)**

A Mandatory Minimum Score is a numerical value identifying the least restrictive security level for an inmate who has a case factor that requires that he/she be housed no lower than a specific security level.

When the Mandatory Minimum Score Factor Code is applied, enter the corresponding point value in the field labeled Mandatory Minimum Score, boxes 88-89.

If more than one factor applies, enter the code that appears first on the list in box 87 and enter the corresponding numeric value in boxes 88-89.

#### **Placement Score (Boxes 90-92)**

If there are no case factors that require the application of a Mandatory Minimum Score Factor Code, enter the New Preliminary Score as the Placement Score.

If a Mandatory Minimum Score has been applied, enter the Mandatory Minimum Score or the New Preliminary Score whichever is greater.

The Placement Score is one of the factors used to determine the security level to which the inmate is assigned.

#### **61020.20.7 Special Case Factors**

This provides the opportunity to alert classification staff to special concerns, which should be considered in placement or program assignment.

Begin by reviewing the CDC Form 839, prior CDC Form 840s, and CDC Form 841s for special case factors, identified by counselors or CSRs, which need to be evaluated. Next, review relevant chronos and other documentation for any recent concerns.

Information entered in this section is only current information.

#### **Holds, Detainers and Warrants (Boxes 93-94)**

Review all relevant documents and the "Detainers" section of the C-file for holds. This item requires careful evaluation regarding the seriousness of the hold and the likelihood that the jurisdiction will exercise the hold at the end of the sentence. The importance of the hold for classification is the extent to which the prospect of an additional term to serve may motivate the inmate to escape.

- Holds, Detainers and Warrants for felony charges or USINS are coded "P" for potential or "A" for actual.
- Code only those holds which are likely to result in an additional prison sentence or deportation. Exclude simple holds for probation only or parole violation where the commitment offense is the basis for the violation.

After the CDC Form 841 has been submitted, record holds as follows:

- When a potential USINS hold is identified, prepare and submit a new CDC Form 840 to OISB.
- Prepare a new CDC Form 840 identifying a potential or actual hold, if as a result of classification committee review, the inmate is referred to the CSR or C&PR for more restrictive placement.
- If the inmate's placement is not impacted by the identification of a potential (other than a potential USINS hold) or actual felony hold, prepare a new CDC Form 840 recording the potential or actual hold at the inmate's annual classification committee review or at the inmate's next classification committee review requiring the completion of a score sheet, which ever comes first.

#### **Restricted Custody Suffix (Box 95)**

Enter an "R" in the box if a restricted custody suffix is to be applied pursuant to DOM § 62010.4.3.1.

#### **Eligible for Restitution Center (Box 96)**

The Restitution Center program allows inmates who meet program criteria to work in the community and repay their victims for monetary losses. Inmates are eligible for placement in the Restitution Center program pursuant to PC § 6228. Inmates are eligible for placement consideration if they meet the following criteria:

- Have agreed or been ordered by the court to make financial restitution to a crime victim.
- Have not served a prison term within the five years prior to the present conviction.
- Do not have a criminal history of a conviction for the sale of controlled substances.
- Do not have a criminal history of a conviction for a crime involving violence or sex.
- Received a sentence of 36 months or less.
- Present no unacceptable risk to the community.
- Are employable.

Inmates from any county are eligible for placement if they meet the criteria.

A court ordered restitution to the victim, whether payable to the court, directly to the victim, or in any other manner, qualifies an inmate to participate. A restitution fine constitutes financial restitution to a crime victim; therefore a

restitution fine meets the criteria for Restitution Center placement.

There are no medical staff assigned to the Restitution Center. However, an inmate who is otherwise eligible for placement in a restitution center who requires regular monitoring/intervention by medical personnel may be considered if medically cleared on a case-by-case basis.

In box 96 enter a "Y" for "yes" if the inmate is eligible or enter "N" for "no" if the inmate is ineligible. This is a one-time entry for the duration of the inmate's CDC Number unless the inmate's eligibility changes from "Y" to "N". If this information has already been entered on a score sheet, it is not necessary to enter it again.

#### **Level IV Design (Item H.4.)**

**180 Status.** If a male inmate has a Level IV Placement Score, the counselor shall make a determination regarding the exclusion of the inmate from a Level IV 270-design institution. If an inmate meets the guidelines for exclusion from a Level IV 270-design prison, the counselor shall print the capital letter "Y" on the line provided.

If the male inmate has a Level IV Placement Score, but does not meet the guidelines for exclusion from a 270-design institution, the counselor shall print an "N" on the line provided.

**Reason Code.** If a "Y" was entered on the "180 Status" line provided, the counselor shall then enter the "Reason" code on the line provided that describes the reason for exclusion from a Level IV 270-design institution based on the established guidelines.

The counselor shall enter the code that describes the reason for exclusion from a Level IV 270-design institution based on the established guidelines per DOM § 61010.11.6.

#### **US Armed Forces (Box 97)**

Print a "Y" if the inmate answers "Yes" to the following question: "Have you ever been a member of the US Armed Forces and were you honorably discharged?" If the inmate answers "No" enter "N." After a response has been documented on the CDC Form 839, CDC Form 840, or CDC Form 841, it is not necessary to address the issue again.

#### **Current Institution and Facility (Boxes 98-104)**

Print the two, three or four-letter abbreviation of the RC in the boxes 98-101. Print RC or the security level in boxes 102-104 referring to the facility where the case is presented to a CSR for placement. Inmates may go through an RC but actually be processed at an institution. Also, out-of-state inmates may be delivered directly to an institution. In such cases, enter the abbreviation for the institution where the processing takes place. Refer to DOM § 61020.19.8 for abbreviations.

#### **Return Status (Boxes 105-107)**

Print RTC for an inmate who is a Parole Violator Returned to Custody. Enter WNT for an inmate who is a Parole Violator With a New Term. If an inmate is received as an RTC and the inmate's status changes to a WNT after the CDC Form 841 is endorsed, do not submit a correction to correct these boxes.

#### **Caseworker Name (Boxes 108-116)**

The counselor shall print his or her last name and first initial in the boxes in capital block letters, indicating that the CDC Form 841 is accurate and complete.

#### **61020.20.8 CSR Action**

This section is to be completed only by a CSR or a staff member specifically authorized to act in that capacity.

The DPU process also allows the reception center CCIII or designated CCII staff to approve placement of a PVRTC inmate.

#### **Last Name (Boxes 117-124)**

The CSR or authorized staff shall print the first eight letters of his or her last name in CAPITAL BLOCK letters in the space provided.

#### **Date of Action (Boxes 125-130)**

Enter the number of the month, the day and the last two digits of the year in which the action is taken. A zero need not be placed in front of a single digit month or day, but must be printed if part of the two digits identifying the year when applicable.

#### **Level IV Design (Boxes 131-133)**

**180 Status.** If a male inmate has a Level IV Placement Score, the CSR shall make a determination regarding the exclusion of this inmate from a Level IV 270-design institution. If the inmate meets the guidelines for exclusion from a Level IV 270-design prison, the CSR shall print the capital letter "Y" in the box 131.

**Reason Code.** If a "Y" has been entered in box 131, the CSR shall enter the reason code in boxes 132-133 that describes the reason for exclusion from a Level IV 270-design institution based on the established guidelines. Refer to DOM § 61010.11.6 Special Case Factors to determine the appropriate Reason Code.

The counselor's evaluation regarding a male inmate's exclusion from a Level IV 270-design institution shall be recorded in the Special Case Factors area of the score sheet.

#### **Minimum Custody (Boxes 134-137)**

**Eligibility.** The CSR shall print the letter "E", "L", or "P" in box 134 consistent with the findings recorded on the Minimum Custody Screening Form. Print the letter "E" in box 134 to document that the inmate is eligible for minimum custody. Print the letter "L" in box 134 to document that the inmate is temporarily ineligible for minimum custody. Print the letter "P" in box 134 to document that the inmate is permanently ineligible for minimum custody.

**Reason Code.** Print the code in boxes 135-137 to identify the reason the inmate is either temporarily or permanently ineligible for minimum custody, for example, VIO, ESC, HOL, etc. If the inmate is eligible for minimum custody, print an "E" in box 134. Do not enter a "reason code".

If an inmate is permanently excluded from Camp due to Arson, but is otherwise eligible for minimum custody in an MSF, enter "P" in box 134 and enter ARS for Arson in boxes 135-137 to ensure that the inmate is not placed in a Camp.

#### **CCRC Eligibility (Boxes 138-140)**

The CSR shall enter the appropriate code for reentry eligibility in boxes 138-140.

- Enter the letters REN in boxes 138-140 if the inmate is eligible and wants to participate in CCRC.
- Enter the letters REX in boxes 138-140 if the inmate is eligible for placement in CCRC, but does not want to participate in CCRC.

If the inmate is ineligible for CCRC placement, leave boxes 138-140 blank.

#### **DDP Code (Boxes 141-143)**

The Developmental Disability evaluation is recorded on a CDC Form 128-C2. The CSR shall enter the most recent DDP code in the boxes 141-143. The code is the designation assigned by clinical staff.

The C&PR has the authority to enter the DDP code only when there is a change from one DDP designation to another and the change does not require that the inmate be transferred to another institution.

For example: the C&PR has the authority to enter the DDP designation change from DDO to NDD or from DD1 to DD2 when the institution is designated to accommodate both DD1 and DD2 inmates.

#### DPP Code(s) (Boxes 144-155)

The CSR shall make every effort to endorse a case identified as DPP on the CDC Form 1845 (Section C) to an appropriate institution.

The first three boxes (boxes 144-146) are to be used for the impacting DPP code that most affects the inmate's placement. The CSR shall enter the appropriate DPP code in boxes 144-146. If there are additional codes that impact placement, the CSR shall enter those codes in priority order in boxes 147-155.

The CSR shall enter the non-impacting DPP codes assigned to the inmate in boxes 147-155.

The C&PR or RC-CCIII has the authority to code the DPP designation of only inmates who have only non-impacting physical disabilities as identified in Section D of the CDC Form 1845. The C&PR or RC-CCIII shall enter a DPP code in boxes 147-155.

#### Administrative Determinants (Boxes 156-170)

An inmate whose Placement Score falls within one of the following ranges shall be placed in an institution, which is designated at the security level indicated, unless a reason for administrative or irregular placement is specified:

Placement Score	Security Level
0-18	I
19-27	II
28-51	III
52+	IV

Appropriate inmate placement is determined by both Placement Score and unusual or special case factors. Some case factors affect placement because of administrative policy requirements. Policy determined factors are "administrative determinants" and placements based on these, in a facility which does not correspond to the inmate's Placement Score, are "administrative placements".

Space is provided to record up to five administrative determinants. Enter applicable administrative determinants. An administrative determinant identifies temporary or permanent case factors and alerts staff to safety and security considerations which may limit the inmate's eligibility for placement. If there are not enough boxes to identify all applicable administrative determinants, give priority to those most related to custody and safety.

Record those determinants that are supported by documentation using the administrative determinant codes provided. If an administrative determinant code has already been entered as a Minimum Custody Reason Code (boxes 135-137), it is not necessary to repeat that code here.

For example, enter the following for an inmate with an active "felony hold," a diagnosis of EOP, a heart condition requiring medical treatment, and a possible restricted "R" custody. Unless the medical condition is driving placement, the PSY is the primary concern. The CSR enters HOL only if the hold is active, is for a felony or USINS hold, and supporting documentation for the hold is in the file. An "R" suffix cannot be affixed pending evaluation. The CSR or authorized staff would therefore, enter:

a)	b)	c)
P S Y	M E D	H O L

**AGE.** Inmate's youthfulness, immaturity, or advanced age should be given strong consideration in placement or program decisions.

**ARSon.** Current or prior conviction or a sustained juvenile adjudication, as defined in CCR § 3375.2(b)(25) or good cause finding ruling rendered in a BPT or Parole Hearings Division proceeding, a sustained allegation in CYA or Youthful Offender Parole Board proceeding or a probation violation finding in a court of law for arson, which limits where the inmate may be housed.

**BEHavior.** Inmate's behavior record indicates he or she is capable of successful placement at an institution level lower than that indicated by the inmate's Placement Score. Not to be used if the inmate is housed at a level higher than the inmate's Placement Score.

**CAMp.** Placement due to a shortage of camp qualified inmates. Enter CAM to identify an inmate who is eligible or potentially eligible for camp placement.

**DEAth sentence.** Inmate was formerly on death row or currently is sentenced to death.

**DEPartmental review board.** Special placement ordered by the Departmental Review Board.

**DISciplinary history.** Inmate disciplinary record indicates a history of serious problems, or threatens the security of the facility.

**ENemies.** One or more persons under jurisdiction of the CDC has been documented on a Critical Case Information form (CDC Form 812 or CDC Form 812C) as an enemy. This should also be used when victimization is very probable due to case factors, such as where the nature of the offense will very likely create an enemy situation at certain institutions. Includes current PHU cases and those who are natural victims because of their appearance or commitment offense.

**ESCApe potential.** Unusual circumstances suggest the inmate is a much greater escape risk than indicated by his or her score. For example, the inmate verbalized intent to escape.

**FAMily ties.** Inmate has strong family ties to a particular area where other placement would cause an unusual hardship.

**GANg involvement or affiliation.** Documentation establishes that the inmate's membership or association requires special attention or placement consideration.

**HOLd, warrant or detainer likely to be exercised.** Hold is active, verified to be in response of a felony or USINS hold, and substantiating documentation is in the C-File.

**INActive.** Documentation establishes that the inmate's inactive gang status requires special attention or placement consideration.

**LIFe sentence.** Apply LIF to identify an inmate serving a life sentence or life sentences.

**MEDical.** The inmate's medical condition requires treatment or continuing medical attention not generally available at all facilities.

**OUT-to-court.** Inmate needs to be housed in a particular facility in order to be close to a court jurisdiction where the inmate is required to testify in court or is being prosecuted. Includes situations where involvement in a court trial is anticipated because a disciplinary has been referred to the district attorney. Also, use this designation when a Board appearance is imminent.

**POPulation pressures.** Shall be used by CSR only. No beds presently exist at an institution with a security level indicated by the inmate's Placement Score.

**PRErelease.** The short time remaining to serve limits or otherwise influences placement or program options. This factor shall also be used when a release date is so close that transfer or starting a long-term program is not warranted and when a short release date warrants special placement or program consideration.

**PSYchiatric.** A psychological condition requires special treatment or may severely limit placement options. Includes Category B. Apply PSY to identify an inmate who requires placement in designated housing in accordance with a Developmentally Disabled Placement Code.

**PUBLIC** interest case. High notoriety of an inmate has caused public interest in the case and requires exceptional placement.

**SCH**ool. Inmate is involved in an academic program, which is not available at an institution security level consistent with the inmate's Placement Score. Apply SCH to identify an inmate currently participating in a Substance Abuse Program who is being retained out of level to complete the Substance Abuse Program.

**SEX.** Inmate has a prior incidence of rape, oral copulation, sodomy, or a lewd and lascivious act, which requires restricted custody or placement.

**SOR.** Sexual orientation. Inmate's bisexual or homosexual orientation may require special placement.

**TIME** to serve. Inmate's time to serve is long, requiring placement at a facility with a security level higher than that indicated by the inmate's Placement Score.

**VIOLence.** Inmate has a current or prior conviction for a violent felony, or a sustained juvenile adjudication including, but not limited to, those listed under PC § 667.5(c), which, as determined by the CSR, requires placement in a facility with a higher security level than that indicated by the inmate's Placement Score.

- A sustained juvenile adjudication means a guilty determination or ruling rendered in a juvenile judicial proceeding.
- In addition, the following administrative determinations regarding allegations of violent acts, including but not limited to those offenses described in PC § 667.5(c), shall have the same force and effect as a current or prior conviction for a violent felony or a sustained juvenile adjudication:
  - BPT or Parole Hearings Division good cause finding, or;
  - CYA/Youthful Offender Parole Board sustained allegation, or;
  - a probation violation finding in a court of law.

**VOC**ational training. Inmate is involved in a vocational program, which is not available at a facility with a security level, which is consistent with the inmate's Placement Score.

**WORK** skills. Inmate has a work skill in a critical trade for which special placement consideration may be warranted. This should also be used to request or approve work crew placements.

#### **Mental Health Level of Care (Box 171)**

The CSR shall enter either a "C" for CCCMS or an "E" for EOP in box 171 to identify the inmate's mental health LOC at the time of endorsement.

#### **Institution Approved (Boxes 172-178)**

Print initials of the institution or facility name in boxes 172-175. Print the security level, subfacility designation, or program in boxes 176-178. Enter only one letter or number in each box. Empty boxes should be to the right.

For example,

Sierra Conservation Center Level I is recorded as:

S	C	C		I		
---	---	---	--	---	--	--

CSP, Solano Level II is recorded as:

S	O	L		I	I	
---	---	---	--	---	---	--

California Institution for Men, Minimum is recorded as:

C	I	M		I		
---	---	---	--	---	--	--

California Correctional Center, Level III is recorded as:

C	C	C		I	I	I
---	---	---	--	---	---	---

Community Correctional Facility is recorded as:

C	C	F				
---	---	---	--	--	--	--

Endorsement to the Restitution Center is recorded as:

L	A			C	C	C
---	---	--	--	---	---	---

#### **Reason For Administrative Or Irregular Placement (Boxes 179-181)**

The CSR or authorized staff completes this item only if the security level approved is not commensurate with the inmate's Placement Score. If the level does not correspond, the authorized staff shall enter the reason for the administrative or irregular placement, using the appropriate administrative determinant code to justify placement.

Some case factors affect placement because of administrative policy requirements. Policy-determined factors are "administrative determinants" and placements in a facility based on these, that do not correspond to the inmate's Placement Score, are "administrative placements."

There are also special case factors that, while not governed by policy, influence placement by determining program priorities. For example, the inmate's score level is reduced, but he or she is retained in a higher security level to complete academic or vocational training, or to fill a skilled worker position, or the population is such that no suitable bed at the inmate's security level is immediately available. When placement occurs under such circumstances, it shall be recorded as an "irregular" placement and justified by the application of a corresponding administrative determinant.

#### **CSR Endorsement**

A CSR endorsement shall remain effective for 120 days from the date of endorsement.

If an inmate is not transferred within 120 days from the date of CSR endorsement, the endorsed case awaiting transfer shall be again presented to a CSR prior to the 121<sup>st</sup> day for a 120-day extension of the endorsement if there is no change to case factors and the endorsement remains appropriate.

Each request for a 120-day extension of an endorsement shall be documented on a CDC Form 128-G and requires confirmation that the CCI and the CCII Supervisor audited the central file; updated the CDC forms 840, 812, 812-C (if applicable); verified that case factors impacting the appropriateness of the CSR endorsement have not changed; and confirmed that the initial CSR endorsement remains appropriate. The CCI's review and CCII Supervisor's authorization for endorsement extension shall serve as a classification action. The CCI and CCII shall sign and date the CDC Form 128-G.

The request for a 120-day extension of a CSR endorsement shall not require review by a UCC or ICC unless case factors change or other information is identified which renders the CSR endorsement to be no longer appropriate.

An endorsed case awaiting transfer may be extended no more than twice beyond the initial 120-day period.

Upon discovery of information that a CSR endorsement is no longer appropriate, the institution shall not allow the transfer to occur. The case shall be referred for UCC or ICC, as appropriate, to determine appropriate placement. The UCC or ICC shall substantiate placement recommendation and refer the case for transfer consideration or retention in current placement.

#### **61020.20.9      Correcting a Previously Submitted Score Sheet**

##### **Rules for making corrections to a score sheet with a form Revision Date prior to Rev. 07/02.**

Any score errors that are detected after the canary copy of the score sheet has been submitted to OISB require the following correction process. These rules apply only to a score sheet with a form revision date prior to Rev. 07/02:

##### **Correct the Central File**

- Annotate the original score sheet in the C-File. Line through the item or items to be changed and write the new information beside the appropriate box or boxes. Initial and date those notations. This provides central file documentation of the original and new values and changes on the score sheet.
- Continue to carry forward the correct score on any subsequent score sheets in the central file to show the correct score. Ensure that the correct score is carried forward when a new score sheet is needed.

##### **Prepare a “Correction” score sheet:**

When the score sheet to be corrected in the central file has a form revision date prior to Rev. 07/02, reference to the classification score is equivalent to the Preliminary Score. Follow these steps to correct the database:

- Begin with a blank score sheet. The blank score sheet must be the same type of score sheet as the one being corrected. For example, when a CDC Form 839 needs to be corrected, the "Correction" score sheet shall also be a CDC Form 839.
- Complete the Identifying Information section of this blank score sheet by entering the inmate's CDC Number and Inmate's Last Name.
- Enter the same date that appears on the original score sheet being corrected. For the CDC Form 839 it is the Date Received CDC. For the CDC Form 840 it is the Date of Current Review. (Exception: Neither the CDC Number nor the Date of Current Review can be corrected. See DOM § 61020.20.10 and contact Offender Information Services Branch (OISB) to correct these fields.)
- Enter an "X" in the box Item 5.b) Form Identification at the top of the score sheet.
- Enter the date that the score sheet is being corrected in the "Date Corrected" boxes directly to the right.
- For changes to score values in boxes in the Background Factors section, Prior Incarceration Behavior section, Favorable Behavior section and Unfavorable Behavior section, enter the Total Correction for that score sheet, either negative or

positive, in the Correction area of the CDC Form 839 or CDC Form 840 score sheet. On the CDC Form 839, it is Item C.1. On the CDC Form 840 it is Item E.1.

- Enter the correct Total Classification Score in the Preliminary Score boxes when preparing a correction document for a CDC Form 839.
- Enter the correct Prior Classification Score in the Prior Preliminary Score box and enter the Current Classification Score in the New Preliminary Score box when preparing a correction document for a CDC Form 840. (Note: On score sheets revised prior to 07/02, the Prior Preliminary Score is identified as the Prior Classification Score and the New Preliminary Score is identified as the Current Classification Score).
- Leave the Mandatory Minimum Score and Placement Score boxes blank.
- The name of the Current Institution and Facility may be entered.
- The Counselor's Name may be entered.

Submit the canary copy of the "correction" score sheet to:

Department of Corrections  
Information Quality Support Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

The green copy of the "Correction" score sheet is to be given to the inmate.

The original white copy of the "Correction" score sheet may be discarded.

##### **Rules for making Corrections to a CDC Form 839, CDC Form 840, or CDC Form 841 with a form revision date of Rev. 07/02 or later.**

Any errors that are detected after the canary copy of the score sheet has been submitted to OISB require the following correction process. These rules apply only to a score sheet with a form revision date of Rev. 07/02 or later:

##### **Correct the Central File**

- Annotate the original score sheet in the C-File. Line through the item or items to be changed and write the new information beside the box or boxes. Initial and date those notations. This provides central file documentation of the original and new values and changes on the score sheet.
- Continue to carry forward the correct Prior Preliminary Score and New Preliminary Score on any subsequent score sheets in the C-File to reflect the corrections made. Ensure that the correct score is carried forward if a new score sheet is completed.

##### **Prepare a “Correction” score sheet:**

When the score sheet to be corrected in the central file has a form revision date of Rev. 07/02 or later, follow these steps to correct the database:

- Begin with a blank score sheet. The blank score sheet must be the same type of score sheet as the one being corrected. For example, when a CDC Form 839 needs to be corrected, the "Correction" score sheet shall also be a CDC Form 839.
- Complete the Identifying Information section of this blank score sheet by entering the inmate's CDC Number and Inmate's Last Name.

- Enter the same date as the date that appears on the original score sheet that is being corrected. Exception: Neither the CDC Number nor the date field in the Identifying Information section of the score sheet can be corrected. See DOM § 61020.20.10 and contact OISB.
- Enter an "X" in the box Item 5.b) Form Identification at the top of the score sheet.
- Enter the date that the score sheet is being corrected in the "Date Corrected" boxes directly to the right.

**Correction rules only for a score sheet with a revision date of Rev. 07/02 or later:**

- Enter only the values that need to be corrected in the box or boxes to be corrected. Leave the Correction area of the score sheet blank. Do not enter a value in this area.
- Record new values in boxes where information is new.
- Place an asterisk in a box where a letter is to be removed.
- Place a zero in a box where a numeric value is to be removed.
- Place zeros in all six date-field boxes for a date that needs to be removed. Exception, the date field in the Identifying Information section of the score sheets cannot be corrected. (See DOM § 61020.20.10)
- To replace an incorrect date, other than the date of the original score sheet, enter the correct date in all of the date field boxes.
- Where there are several boxes for one field, an asterisk in the first box removes all.
- Always record the Preliminary Score when preparing a CDC Form 839 correction and record the Prior Preliminary Score and the New Preliminary Score when preparing a CDC Form 840 or 841 correction, even if there was no change in the score resulting from the correction.
- Leave the Mandatory Minimum Score boxes blank.
- Any changes to the Mandatory Minimum Score Factor Code and/or Mandatory Minimum Score shall be recorded on a "New" document as part of a regularly scheduled classification hearing. A "correction" document shall not be prepared.
- Leave the Placement Score boxes blank unless it is an item that is being corrected.
- The name of the Current Institution and Facility may be entered.
- The Counselor's Name may be entered.
- A Change in Term Points is not recorded as a "Correction." Any Change in Term Points is recorded on a "New" CDC Form 840 or "New" CDC Form 841 as appropriate.

Submit the canary copy of the "correction" score sheet to:

Department of Corrections  
Information Quality Support Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

The green copy of the "Correction" score sheet is to be given to the inmate.

The original white copy of the "Correction" score sheet may be discarded.

**61020.20.10 Deleting a Previously Submitted Score Sheet With a Revision Date of Rev. 07/02 or Later**

If a score sheet with a revision date of Rev. 07/02 or later has been submitted to the database that has an erroneous CDC Number and/or Date in the Identifying Information section, it is necessary to prepare a "Delete" score sheet to remove the erroneous information.

**Correct the Central File:**

Annotate the original score sheet in the C-File. Line through the CDC Number and/or Date and write the new information beside the appropriate box or boxes. Initial and date those notations. This provides central file documentation of the original and new values and changes on the score sheet.

**Prepare a "Deletion" score sheet:**

Begin with a blank score sheet. The blank score sheet must be the same type of score sheet as the one being deleted. For example, if the CDC Form 839 is to be deleted, then use a CDC Form 839.

Complete the Identifying Information section of this blank score sheet by entering the inmate's CDC Number and Date as shown on the original score sheet being deleted.

Enter an "X" in the box Item 5.c) Form Identification at the top of the score sheet

This will delete the entire score sheet from the database. It is not necessary to recopy any additional information as recorded on the original score sheet.

Submit the canary copy of the "Delete" score sheet to the address noted above.

Provide the green copy of the "Delete" score sheet to the inmate.

The original white copy of the "Delete" score sheet may be discarded.

**Complete a "New" Score Sheet to Replace the Deleted Score Sheet**

Complete a "New" score sheet filling in all of the correct information. This may also include endorsement information should the score sheet that was deleted contain that type of information.

Important: Any situation not described within the DOM §§ 61020.20.9 and/or 61020.20.10, contact the Classification Quality Assurance Unit in the Offender Information Services Branch (OISB) in Sacramento for instructions.

**61020.20.11 CDC Form 816, Reception Center Readmission Summary**

The CDC Form 816, Reception Center Readmission Summary, shall be prepared for each parole violator who has been returned to custody with or without a new term, unless the new term is a Life term. This requires an ISRS. The Reception Center Readmission Summary shall also be completed for cases designated as DPU cases per DOM § 61020.20.

The following guidelines have been established for completing the CDC Form 816:

**Identifying Information**

Enter the inmate's CDC Number, Inmate's Name, last name and first name, and the Reception Center or Institution where the case is being prepared.

**Parole Violator With New Term or Parole Violator Return to Custody**

Enter an "X" in the box designating the inmate's return status. If the inmate has been designated as both an RTC and WNT,

place an "X" in the box designating the status that determines the controlling release date.

WNT - New Commitment Offense.

- Enter the new commitment offense(s), description(s) and the number of counts.

RTC - Parole Violation Charge(s) and Commitment Offense(s).

- Enter the parole violation(s) for which Good Cause was found. List the most serious offense first.
- Enter the original controlling commitment offense.

#### **Enemy Information/Confidential Information/Gang Information**

CDC Form 812

- Enter an "X" in "Clear" if there is no enemy information or gang activity.
- Enter an "X" in "Noted" if there is gang activity but no enemy information noted.
- Enter an "X" in "Updated" if there is enemy information and enemy location(s) have been updated.

Confidential Information

- Enter an "X" in "Clear" if there is no confidential information in the central file.
- Enter an "X" in "Noted" if there is confidential information in the central file but no enemy information.
- Enter an "X" in "Updated" if there is enemy information in the confidential file and the enemy location(s) have been updated.

Gang Activity

- Document the name of the street gang/disruptive group/prison gang.

#### **Holds/Detainers**

Enter an "X" in "Clear" if there are no active holds, warrants, detainers or timeservers in the central file.

Felony

- Enter Felony Hold, Warrant or Detainer information here. Enter crime, agency information, bail amount, etc.
- If there is an active timeserver, enter the date that the timeserver expires.
- If there is a potential hold, warrant or detainer, enter that information in the space provided. Provide a description of the charge for which the inmate may be wanted and from which jurisdiction. Include the source document from which the potential hold was identified.

Foreign Born

- Enter "No" or "Yes" to document whether or not the inmate is foreign born.

USINS

- Enter "P" or "A" to document if the inmate has a potential or actual USINS hold. It is not necessary to document the A# on the CDC Form 816.

#### **Medical/Psychiatric**

Medical

- Enter medical clearance (e.g. Full Duty/Camp). Abbreviations are appropriate.

Dental

- Enter the dental code as recorded on the CDC Form 128-C-1.

Tuberculosis Alert Code (TBAC)

- Enter the inmate's current TB code.

Developmental Disability Program (DDP)

- Enter the code that reflects the inmate's current DDP status per the most recent CDC Form 128-C-2.

Disability Placement Program (DPP)

- Enter No or the current DPP code(s), whether impacting or nonimpacting, per the CDC Form 1845(s).

Psychiatric

- Enter "Clear" or MHSDS Level of Care (e.g. CCCMS).

Mentally Disordered Offender (MDO)

- Enter an "X" in "Clear" if there is no violence or threat of violence in the instant offense pursuant to PC § 2962.
- Enter an "X" in "Offense Only" if the inmate has a qualifying violent offense.
- Enter an "X" in "Referral" if the case is to be referred to the MDO Coordinator.

#### **Escape History**

Enter an "X" in "Clear" if there is no escape/walkaway history.

If escape/walkaway history exists:

- Enter the type of escape. Elements to be addressed include but are not limited to:
  - With Force, Without Force, Walkaway
  - From a Secure Facility or from a Nonsecure Facility
  - From Armed Escort or Fleeing an Officer
- Enter whether it was an actual escape or attempted escape.
- Indicate whether or not the inmate was convicted.
- Enter the county where the escape/walkaway occurred.
- Enter the charge and disposition if available.
- Include the date of the escape/walkaway when available.
- Enter the source of the information.

#### **Arson History**

Enter an "X" in "Clear" if there is no arson history.

If arson history exists:

- Enter the type of arson and if injury occurred.
- Enter whether it was an actual arson or attempted arson.
- Indicate whether or not the inmate was convicted.
- Enter the county where the arson occurred.
- Enter the charge and disposition if available.
- Include the date of the arson when available.

- Enter the source of the information.

#### **Sex Related Offenses**

Enter an "X" in "Clear" if there is no history of sex related offenses.

If a sex-related offense history exists:

- Enter the type of offense.
- Enter whether or not the offense was attempted.
- Indicate whether or not the inmate was convicted.
- Enter the county where the offense occurred.
- Enter the charge and disposition if available.
- Include the date of the offense when available.
- Enter the source of the information.

#### **"R" Suffix**

- Enter an "X" in "R Suffix" if an "R" suffix is warranted or has been imposed.
- Leave the "R Suffix" box blank if a review is needed. If review by UCC is recommended, explain in the "Hx" area of the form.

#### **Sexually Violent Predator (SVP) Screened**

- If the inmate is required to register per PC 290:
  - Enter an "X" in "Yes" if the screening has been completed.
  - Enter an "X" in "No" if the screening has not been completed.

#### **Institutional Case Factors**

##### **Paroled From**

- Enter the prison or facility from which the inmate last paroled.

##### **Last Custody Level**

- Enter the inmate's last designated custody level.

##### **Prior Administrative Determinant**

- Enter administrative determinant(s) applied during the prior incarceration.

##### **Special Work Skills**

- Record documented special work skills.

##### **"S" Suffix (Single cell required)**

- Enter the word "None" if an "S" suffix is not required.
- Enter an "X" in "Affixed" if an "S" suffix has been affixed and enter the reason.

##### **Serious RVR**

- Enter the word "None" or record any serious disciplinary in the inmate's current commitment. Identify any "Big 6 offenses" by date during any prior incarceration.
- The Big 6 Offenses include the following:
  - Battery or Attempted Battery on a Non Prisoner
  - Battery or Attempted Battery on An Inmate
  - Distribution of Drugs
  - Possession of a Deadly Weapon
  - Inciting a Disturbance
  - Battery Causing Serious Injury

#### **Other Case Factors**

- List any other case factors that may be important to note. For example, registration/notification requirements, computer crimes, DNA required, etc. Also list institution placement recommendations for DPP inmates.

#### **Special Programs Screening**

For MSF and Camp, enter an "X" to indicate "E," "L" or "P."

Where an "X" is entered to indicate "L" or "P", identify the reason for ineligibility on the line provided. Use abbreviations and/or administrative determinant codes.

For the other Special Programs listed, enter an "X" to indicate "E" for eligible or "I" for ineligible. Where ineligibility is noted, enter the reason.

Address CPMP eligibility for female inmates.

#### **Placement Recommendation**

##### **Primary**

- Enter the institution name and security level for the primary placement recommendation.

##### **Alternate**

- Enter an alternate recommendation by institution name and security level.

##### **Inmate Concur**

- Check the box if the inmate concurs with the recommendations.

##### **Inmate Request if Different**

- Record the inmate's requested placement if different from the primary and/or alternate recommendations.

##### **CCI Printed Name/Signature and Date**

- The Correctional Counselor shall print his or her first name or initial and last name and shall sign and date the form on the line provided.

##### **CCII Printed Name/Signature and Date**

- The Correctional Counselor II shall print his or her first name or initial and last name and shall sign and date the form on the line provided.

##### **Concur With Recommendation/Disagree**

- The Correctional Counselor II shall enter an "X" to indicate "Concur" or "Disagree" with the recommendations. If the CCII has indicated "Disagree," he or she shall enter the recommended institutions, security level, and reason for the recommendations.

#### **61020.21 Revisions**

The Deputy Director, Institutions Division, or designee shall ensure that the content of this section is current and accurate.

#### **61020.22 References**

PC §§ 5054, 5058, and 5068.

CCR (15) §§ 3375 and 3378.